

File #:

62-116395

Serial Scope:

477- Bulky

**DO NOT  
DESTROY**  
FOIPA# \_\_\_\_\_

4-331 (Rev. 11-13-75)

62-116395-477

**BULKY ENCLOSURE**

**BIN # R+1**

**ROOM 1B-873**

*Abstract*  
XEROX COPY OF ~~COVER LETTER~~ ENCLOSED

62-116395-477

2  
\*encl.  
88

TEB:lek 7/18/75

THE ATTORNEY GENERAL UNITED STATES SENATE SELECT  
COMMITTEE ON INTELLIGENCE  
ACTIVITIES (SSC)

By let 5/14/75, with attached appendices the SSC  
reqstd certn documents & other info from the FBI.  
Enclosed for ur approval & forwarding to the  
Committee is the original of a memo contng a  
response to 1 of the Committee's requests. A  
copy of this memo is being furnished for ur  
records.

183-10291

Additional SAC Letters and Memoranda Relating to Technical Surveillance:

1960: 60-K (12/13/60) - PREVIOUSLY FURNISHED PURSUANT TO INITIAL  
REQUEST AND THEREFORE NOT INCLUDED HEREIN.

1961: 61-2 (1/10/61)  
61-32 (6/13/61)

1962: 62-1 (1/2/62)  
62-D (2/23/62)  
62-49 (9/13/62) - 9/18/62  
62-56 (10/9/62)

1963: 63-1 (1/8/63)

1964: 64-28 (6/2/64)  
64-26 (5/19/64)(mail covers)  
64-51 (10/20/64)

1965: 65-4 (1/26/65)  
65-15 (3/23/65)(CIA)  
65-46 (8/24/65)  
65-49 (9/1/65)

1966: 66-25 (4/26/66)  
66-81 (12/27/66)

1967: 67-59 (10/3/67)

1968: 68-24 (4/23/68)

1969: 69-19 (3/18/69)  
69-21 (4/1/69)

1970: 70-25 (5/5/70)  
70-66 (11/24/70)

1971: 71-7 (2/16/71)  
71-59 (12/14/71)

1972: None

1973: 37-73 (10/11/73) - 9/11/73

1974: None

Reviewed by J. Dick 8/11/75  
Access granted to Mike Spriani, SSC 8/13/75

UNEXCISED

VERSION OF 3

SAC kept in this PKG.

(NOT to be shown  
SSC)



PERSONAL ATTENTION  
SAC LETTER NO. 61-2  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

January 10, 1961

WASHINGTON 25, D. C.

(A) TRAINING - AGENTS - TECHNICAL - SCIENTIFIC TRAINING RECORD - FORM FD-41 - FBI FORM BOOK -- Inasmuch as technical training and technical conferences are now held on an annual basis rather than on a semiannual basis, it has become necessary to revise Form FD-41, "Scientific Training Record." FD-41 is used by field offices to show attendance at technical conferences and to show that Agents have completed the required phases of technical training. Three copies of revised FD-41 are enclosed, one of which should be placed in the FBI Form Book. A supply of the revised form is being sent under separate cover. Upon receipt of the revised form, all other unused copies of the form should be destroyed.

1/10/61  
SAC LETTER NO. 61-2.

(B) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1961 -- There is attached the Field Firearms and Defensive Tactics Training Program for the calendar year 1961. This attachment should be studied by the firearms and defensive tactics instructors handling the training in your Division in order that the training may be uniform in the field.

1/10/61  
SAC LETTER NO. 61-2

(C) RESTORATION RIGHTS FOLLOWING MILITARY SERVICE - FBI FORM BOOK -- Reference is made to SAC Letter 60-43, item F. Enclosed are three copies of revised Form FD-183. Also enclosed are three copies of new form FD-333 which should be executed during your interview of those employees leaving to enter military service. This form should be forwarded to the Bureau along with the letter of resignation and exit interview. One copy of each form should be placed in the FBI Form Book. The forms provide, in accordance with an amendment to the Universal Military Training and Service Act, that those who exercise reinstatement rights following rejection for military service must report back to work promptly following rejection (as they would following expiration of scheduled annual leave) or within a reasonable time thereafter if delayed return is due to factors beyond their control. Those rejectees who exercise reinstatement rights but fail to return promptly in accordance with the law shall be subject to administrative action as unauthorized absentees. When rejectees return, advise the Bureau and check

the appropriate local draft board or the military installation where rejected to confirm reason for rejection and advise Bureau of results. Should any rejectee delay his return so that he would be considered an unauthorized absentee, submit his explanation for the delay along with your recommendation as to any administrative action.

The Manual of Rules and Regulations is being revised and should be consulted particularly for more detailed instructions concerning return of rejectees. An ample supply of the forms aforementioned will be forwarded under separate cover.

1/10/61  
SAC LETTER NO. 61-2

(D) ~~SEARCHING~~ CHINESE NAMES -- Reference is made to SAC Letter 55-49, 7-26-55, instructing that searches of three-part Chinese names be made in every possible sequential combination and that only one index card be prepared on such names. Experience in the Bureau's Records Branch has indicated that although the order of the three components of a Chinese name may change, the clockwise sequence of such names has never been disturbed. For example, "CHEN TSE TUNG" might be received as "TUNG CHEN TSE" but never as "CHEN TUNG TSE." Therefore effective immediately you are instructed to have such names searched in three ways. "CHEN TSE TUNG" would be searched:

1. CHEN, TSE TUNG
2. TSE, TUNG CHEN
3. TUNG, CHEN TSE

Instructions with respect to the preparation of index cards on such names remain the same. The new searching procedure should be utilized with Korean and Japanese names where applicable.

1/10/61  
SAC LETTER NO. 61-2

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(E) ~~AT~~ BANK ROBBERY ~~IN~~ INVESTIGATIVE AID -- As a further means of insuring prompt receipt of information when bank robberies occur in your territory, you should consider the advisability of using small stickers, bearing the name and telephone number of your office. These stickers could be pasted near the telephone, either on a phone book, adjacent wall, or other suitable location. If you feel the use of such stickers is practical, the Bureau will furnish a supply to you upon receipt of the number desired and the name and telephone number of your office. You are authorized to distribute them by circular letter to those banks whose activities lie within the Bureau's jurisdiction. A facsimile of the sticker is depicted below.

F.B.I.  
Pittsburgh, Pa.  
GRant 1-2000

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A), (B) & (C)

1/10/61  
SAC LETTER NO. 61-2

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PERSONAL ATTENTION  
SAC LETTER NO. 61-32

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

June 13, 1961

WASHINGTON 25, D. C.

(A) ~~PHOTOGRAPHIC EQUIPMENT - USE OF LIGHT BACKGROUND WHEN USING PHOTORECORD CAMERA~~ -- It has been noted that some of the field divisions when using the photorecord camera use a dark background. You should, whenever possible, use a light background when making exposures with this camera. Better negatives and better enlargements will result.

6/13/61

SAC LETTER NO. 61-32

(B) ~~TELEVISION SCRIPT - "A VISIT TO FBI HEADQUARTERS"~~ -- Attached are six copies of captioned script which can be made available to cooperative television stations in your territory. It details a tour of Bureau Headquarters. To illustrate this script, 2" by 2" slides or photographs are available at the Bureau and may be secured on request by routing slip marked, "Attention: Crime Research Section." All slides and photographs must be returned to Bureau following their use.

6/13/61

SAC LETTER NO. 61-32

(C) ~~KEYS - ISSUANCE OF TO OFFICE PERSONNEL~~ -- Recently a clerical employee in one of the offices lost the front door key to the office. This put the Bureau to the expense of replacing the lock and issuing new keys. You should insure that office keys are issued only to employees who need them for the performance of their duties. You will be held responsible for insuring that a system of strict accountability exists in your office for the issuance of office keys.

6/13/61

SAC LETTER NO. 61-32

(D) ~~PHOTOGRAPHIC EQUIPMENT - USE OF COLOR PHOTOGRAPHS~~ -- It should be brought to the attention of all investigative personnel that color photographs should be appropriately considered during the course of all investigations when circumstances are such as to make them technically feasible and desirable and where color contrast may be a factor in the evaluation of the evidence. Color film may be especially helpful and important, for example, in photographing blood, clothing, and all hued evidence at a crime scene, and bruises or other body markings in a civil rights matter involving alleged brutality.

(E) AUTOMOBILES - SALE OF BUREAU CARS - Accounting documents prepared by the General Services Administration on or after July 1, 1961, covering deposits of proceeds from sale of Bureau cars must show the station symbol, 15-02-0001. It will be shown in space number (1) on Certificate of Deposit (SF-219) and space number (2) will be left blank. When SF-1081 is used in lieu of a Certificate of Deposit, the "Pay to" block will show "Justice, FBI, 15-02-0001, Washington 25, D. C." You are instructed to furnish this number to General Services Administration in connection with sales made after June 30, 1961.

6/13/61  
SAC LETTER NO. 61-32

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(F) EMBEZZLEMENTS IN BUREAU CASES - On May 15, 1961, in the case of James vs. United States, the Supreme Court held that money obtained by embezzlement must be reported by the embezzler in his Federal Income Tax Return for the year in which the embezzlement took place. This decision applies only to those returns filed subsequent to the date of this decision and does not include any returns filed prior to May 15, 1961.

In the future when you identify a subject in a Bureau case involving embezzlement of funds, you should furnish the necessary information including the name and location of the embezzler, and the amount of the embezzlement to the nearest Director of Internal Revenue. This can be done after Bureau's interests are safeguarded.

6/13/61

SAC LETTER NO. 61-32

(G) AREA REDEVELOPMENT ACT - PUBLIC LAW 87-27 - FRAUD AGAINST THE GOVERNMENT - EMBEZZLEMENT OF GOVERNMENT PROPERTY -- Captioned Law, which was signed by the President on May 1, 1961, was designed for the stated purpose of alleviating conditions of unemployment and underemployment in certain economically distressed areas.

Section 18(a) of this Law provides a fine of not more than \$10,000 or imprisonment for not over five years, or both, for any false statement in order to obtain financial assistance under or to influence the administration of this Act.

Section 18(b) provides the same penalty for anyone connected with the administration of this Law who is guilty of embezzlement, false entries, fraudulent sharing in benefits of transactions under the Act, investing in companies receiving assistance thereunder, or giving unauthorized information affecting the value of securities.

In response to Bureau inquiry, the Deputy Attorney General on May 24, 1961, advised that the Bureau has jurisdiction over such offenses. Handle any reported violations under the appropriate classification, as Fraud Against the Government, Fraud Against the Government & Conflict of Interest, or Embezzlement of Government Property.

6/13/61

SAC LETTER NO. 61-32

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(H) BANK ROBBERY MATTERS -- In those cases where the initial teletype to the Bureau in bank robbery investigations sets forth a succinct summary of the modus operandi and description of the unknown subjects involved, it is not necessary for the office of origin to prepare a separate memorandum for dissemination of this information to surrounding field divisions. The initial teletype may be utilized for this purpose and to set forth leads concerning contacts with logical criminal informants and pertinent police agencies. In cases where immediate handling is not required, such leads may be set forth by disseminating copies of the initial teletype by mail or airmail to the surrounding offices. In those cases where sufficient information is not available at the time of preparation of the initial teletype to the Bureau, it will be necessary for the office of origin to continue the present practice of preparing a separate communication for dissemination to surrounding field divisions.

All field divisions must continue to exercise good judgment in the dissemination of voluminous bank robbery reports to surrounding offices. Copies of investigative reports should not be directed to offices merely because they were recipients of the modus operandi communication. Reports should be sent to auxiliary offices only in those cases where they are absolutely necessary in order to carry out investigations in the auxiliary office receiving such a copy.

During the preparation of investigative reports in bank robbery matters the Agent preparing same must be certain that he complies with present Bureau regulations prohibiting inclusion of negative nonpertinent information in the details of the investigative report. The inclusion of such information tends to make these reports unnecessarily voluminous and serves no useful purpose.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B)

6/13/61  
SAC LETTER NO. 61-32

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

January 2, 1962

WASHINGTON 25, D. C.

In Reply, Please Refer to

File No.

- (A) TELEPHONES - ECONOMY - FBI FORM BOOK --  
Semiannual Desk-to-Desk Telephone Survey

The first of captioned surveys for 1962 should be completed in January, 1962. Because of the constantly increasing cost of communications equipment and services, it is imperative that any equipment not required for efficient day-to-day operation be taken out of service. I want each office to make a thorough inspection of its telephone system and remove any telephone equipment not absolutely required. At the completion of the survey, an itemization of the equipment removed and its monthly cost should be mailed to reach the Bureau by February 14, 1962.

Form FD-344, Report of Telephone Equipment in Field Headquarters

Twenty-five copies of captioned form are attached. One copy should be placed in the FBI Form Book. Complete the form and the attachment it calls for. Forward the original and two carbon copies of each to reach the Bureau no later than January 15, 1962. One copy of this information should be made and retained for your records. The information called for in referenced form should be helpful to you in making your semiannual telephone surveys and will be of considerable value to the Bureau in evaluating recommendations from the field concerning telephone systems. Beginning with the second semiannual desk-to-desk telephone survey for 1962, to be made in July, 1962, the form and its attachment should be submitted to the Bureau in triplicate with the survey reports and at any time a major change is made to your telephone system. Between submissions of the form, minor changes in the system should be reported to the Bureau.

1/2/62

SAC LETTER NO. 62-1

- (B) TRAINING - AGENTS' ANNUAL TECHNICAL TRAINING - 1962 -- Enclosed for each office are five copies of captioned training program.

1/2/62

SAC LETTER NO. 62-1

- (C) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1962 -- Attached are copies of the Field Firearms and Defensive Tactics Training Program for the 1962 calendar year. To insure uniform training in the field the attachment should be studied by the Firearms and Defensive Tactics Instructors in your Division.

(D) FBI LAW ENFORCEMENT BULLETIN -- Over the years, the FBI Law Enforcement Bulletin has been recognized as one of the outstanding publications in the law enforcement field. A great amount of credit for its high standing is attributable to the field offices which have furnished the Bureau with excellent ideas and suggestions for articles. This is a very vital phase of the Bulletin program, and each SAC should insure that his office is constantly on the alert for new and unusual ideas and progressive procedures and techniques which can be used in the Bulletin. As in the past, three suggestions are requested from each field division for potential Bulletin articles in 1962 for each state within its territory. These suggestions should be made in accordance with previous instructions which are reiterated below, and should reach the Bureau, Attention: Crime Records Division, no later than February 20, 1962.

The proper procedure for Bureau field offices to follow in connection with articles for the FBI Law Enforcement Bulletin is to submit suggestions for articles together with an explanatory paragraph or two stating the nature of the suggested article, who will write it and the names of the persons and organizations likely to be mentioned in it. Do not discuss the suggestion with the proposed author or any person outside the Bureau or submit articles ready to print. In either of these latter two cases there is apt to be considerable embarrassment to both the field office and the Bureau should it be found necessary to disapprove the suggestion or the article.

Insofar as diplomatically possible, officers should be discouraged from submitting unsolicited articles. If you consider it wise to accept such an article, advise the author that there is a big demand for the limited space in the Bulletin and that you cannot promise when, or whether, the article will be published. If the officer furnishes a suggestion only, send it to the Bureau by letter.

An office which has submitted at least three suggestions during the calendar year will be considered to have fulfilled its obligations, pending further advice from the Bureau. If one or more of the suggestions are approved, the articles will be ordered by the Bureau at such time as they can be fitted into the printing schedule. If none are approved, the office will be directed to submit additional suggestions.

You will be expected to place particular emphasis on suggesting the best material available in your field office territory.

1/2/62

SAC LETTER NO. 62-1

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Bear in mind that there are many police magazines, all searching with varying degrees of success for articles on the newest and best techniques and procedures in all phases of police work. The FBI Law Enforcement Bulletin should be the first to publicize these better methods of police work and there is no plausible excuse for not doing so, considering the widespread contacts which the Bureau has with all principal police organizations in the nation. Whenever a good idea is found, it should be submitted, regardless of the number of suggestions previously submitted during the same year.

In developing your suggestions, note the nature and origin of articles from your territory which have previously been printed in the Bulletin. If they have all been written by members of police departments, for example, then your next three suggestions should include at least two from sheriffs' offices and state police. The objective here is to get a wide coverage of law enforcement agencies in your territory; do not play favorites. This does not, however, preclude suggesting another article from the same author or police agency provided the suggested article appears to be of outstanding value.

It is permissible occasionally to suggest an article from persons who are not police officers in the strictest sense of the term, provided the article will deal with some phase of law enforcement. Examples are articles by game wardens, national park officers with police authority, pathologists who have a good reputation for lending assistance in homicide cases, cattle brand inspectors, et cetera. Any reasonable suggestion will be considered.

The author should be a person of experience and ability in the field of which he writes. Both he and his organization should be of good character and reputation.

Following is a list of types of articles, certainly not all-inclusive, which sheriffs, police officers or other persons in your territory may be able to write for the Bulletin:

Investigation of arson, homicide, robbery, burglary, sneak thievery, thefts from trucks and railroads, auto theft, counterfeiting, liquor law violations, fraudulent checks, gambling, traffic accidents and sex crimes; larceny of jewelry, furs, et cetera; pathology in homicide cases; shoplifting; confidence games, both major and minor; pick-pockets; pawn shop details; motor patrol methods; foot patrol methods; disaster plans; courtroom appearance and testimony; women in police work; annual police reports; work of the property clerk; police planning in a growing community; purchasing police equipment,

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SAC LETTER NO. 62-1

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police automobile operation and maintenance; photography in police work; preparing a budget; police action in forest fires, floods and other emergencies; training programs in police departments and sheriffs' offices; operating a missing persons bureau; organizing, training and using auxiliary police units; use of planes in police work; homicide investigation kits; same for other offenses; use of bloodhounds; how to organize and conduct a search for lost persons; managing police pension funds; improved complaint forms and other records; police-operated parking lots; harbor police; new and modern police buildings; radio and television programs; traffic safety education; traffic law enforcement; traffic control methods; radio systems, equipment and maintenance; terrain searches for fugitives; firearms training, crime prevention work; rescue and lifesaving equipment and methods; criminal psychology; case preparation; the art of close observation in police work; strategic deployment of officers in city areas; road blocks; strategic location of precinct stations in growing cities; aptitude tests for new recruits; weather as a factor in traffic accidents; suicide as a police problem; report writing; use of motorcycles and horses; police recreational facilities, running the desk sergeant's office; jail management, successful techniques or procedures of any kind, et cetera. Other ideas may be obtained by studying the types of articles which have appeared in previous issues of the Bulletin.

Articles on outstanding investigations which solved cases of national interest would be most appropriate. Of course, such items could not be used until final adjudication. Articles requested by the Bureau should be submitted within 90 days of the date on which they were ordered if possible. Likewise, you should be alert to keep the Bureau's publication schedule in mind in connection with articles which may have a seasonal slant. These should be received at the Bureau well in advance so they may be published in an appropriate issue.

1/2/62  
SAC LETTER NO. 62-1

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(E) ~~INTERSTATE~~ TRANSPORTATION OF LOTTERY TICKETS ~~INTERSTATE~~ TRANSPORTATION OF WAGERING PARAPHERNALIA ~~INTERSTATE~~ GAMBLING ACTIVITIES ~~INTERSTATE~~ TRANSPORTATION IN AID OF RACKETEERING - SUBMISSIONS TO NATIONAL LOTTERY FILE - FBI LABORATORY -- In view of our expanded jurisdiction in gambling matters, the following is furnished for your guidance in submitting material for comparison with and inclusion in the National Lottery File.

Lottery tickets, printed number slips, point spread sheets, publications and parlay cards on sporting event pools involving football, baseball, basketball, et cetera, are examples of gambling material in which the Laboratory is interested. This type material should be submitted to the Laboratory whether involved in Federal violations or used in local gambling operations which are controlled by known local hoodlums. The source of the paper in the material and the identity of the printer should be furnished to the Laboratory where known.

Wherever possible, the Laboratory would like to retain samples of original specimens for use in printing comparisons with specimens which may be subsequently submitted in other cases. When transmitting specimens you should advise whether samples may be retained.

1/2/62

SAC LETTER NO. 62-1

(F) ~~MEMORANDUM OF UNDERSTANDING (MU) BETWEEN THE DEPARTMENTS OF JUSTICE AND DEFENSE~~ -- The Bureau has noted with concern an increasing tendency on the part of military authorities to circumvent or in some instances completely ignore the provisions of the Memorandum of Understanding as it applies to the prosecution of military offenders. There prevails, in spite of procedures concisely enunciated both in legislation and agreement between the Departments of Justice and Defense, a deep rooted but erroneous precept that the right to prosecute military offenders by civilian authorities is obtained only with the expressed consent and sanction of the military. This theory is without foundation and where it prevails, immediate steps must be taken to insure it is discontinued.

Upon approval August 31, 1954, of ~~Public Law 725~~, 83rd Congress, the responsibility of investigation and prosecution of violations of Federal criminal statutes by Federal officers and employees was specifically placed in the hands of the Attorney General and the FBI. It was the intent of Congress in passing

1/2/62

SAC LETTER NO. 62-1

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this legislation that FBI jurisdiction not be abridged by any branch of the Executive including the military. The MU merely supplements Public Law 725 and was agreed upon on July 19, 1955, by the then Attorney General and Secretary of Defense. The Department of Justice has from the outset held clearly and firmly to the doctrine of the supremacy of civilian authorities over the military. Any deviation from this basic doctrine by military authorities is unwarranted. The Department has likewise indicated that U. S. Attorneys and their assistants are bound by Departmental policy in this regard.

Specifically, the largest area of encroachment by military authorities upon the Bureau's jurisdiction is in cases involving theft, fraud, misappropriation, and robbery of Government property or funds where only military personnel are involved when such offenses take place on military reservations. Such violations are within this Bureau's sole investigative jurisdiction which can only be relinquished with the expressed consent of a representative of the Department of Justice.

Crimes within this Bureau's primary jurisdiction occurring off a military reservation will likewise be handled by this Bureau and prosecuted in U. S. District Court unless the military personnel involved are engaged in scheduled military activities or special factors prevail relating to the administration and discipline of the armed forces. Again, it is only upon the discretion of the Department of Justice that an investigation of such crimes may be undertaken by the military.

Information has been received from the Department indicating the Department of Defense has made overtures to amend the MU, giving primary jurisdiction to the military in cases involving fraud, misappropriation, robbery and theft of Government property or funds where such offenses occur on a military reservation and only military personnel are involved as principals or accessories.

In this regard, it was confidentially learned that the Air Force in particular is displeased with the fact that during the past year several high-ranking officers were prosecuted and convicted in U. S. District Court for violation of the Theft of Government Property Statute.

In view of the above, all offices should be most alert for any indication on a field level that military authorities are not adhering to all provisions of the MU. Any deviation from the

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SAC LETTER NO. 62-1

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agreement by military authorities should be immediately brought to the attention of the Bureau.

I specifically desire that the above information be brought to the attention of all investigative and supervisory personnel immediately. Appropriate steps must be taken to insure that all personnel are familiar in detail with the MU in order that this Bureau may properly fulfill its responsibility under the law. I want to call to your attention present Bureau regulations requiring that the Bureau be advised immediately in each instance wherein the U. S. Attorney or his assistant declines prosecution in any criminal matter involving military personnel. The Bureau does not intend that any further encroachment be made upon its investigative responsibilities and the field must firmly oppose any such attempts by the military.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A), (B) & (C)

1/2/62  
SAC LETTER NO. 62-1

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PERSONAL  
NO NUMBER SAC LETTER 62-D  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

February 23, 1962

WASHINGTON 25, D. C.

RE: TECHNICAL EQUIPMENT REQUESTS

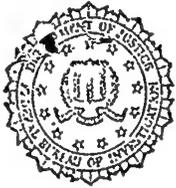
In the future when requesting that the Bureau supply technical equipment on an expedite basis, you are to include complete details as to the proposed usage of the requested equipment. Specifically, you are to furnish the following information:

- (1) Whether the equipment is being requested in connection with a currently authorized MISUR, TESUR, or a contemplated installation.
- (2) Details as to whether the desired equipment will be used as back-up equipment or is essential to handle the actual installation.
- (3) In order to determine the most economical means of shipping the necessary equipment, you are to furnish the latest date and time that the equipment can be received in your office and still serve the desired purposes.

Very truly yours,

John Edgar Hoover

Director

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

September 18, 1962

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

(A) SOLAR RESEARCH CORPORATION AND NATIONAL INTELLIGENCE ACADEMY, 3200, 3230, 3240 NE 12th AVENUE, OAKLAND PARK, FLORIDA - JACK NORMAN HOLCOMB, PRESIDENT -- SAC Letter 62-22 (E) dated April 17, 1962, advised as to the wire-tapping background of Holcomb and that Solar Research planned to conduct a wire-tapping school in the Spring of 1962.

Subsequent information indicates that Holcomb has tentatively scheduled the first class for October, 1962, and is using the name of National Intelligence Academy (NIA). Allegedly, only full-time officers from recognized law enforcement agencies, such as police departments, sheriffs' offices, highway-patrol and district attorneys' offices, will be accepted. An NIA flyer was distributed at the National Sheriffs' Association annual convention held June 25-27, 1962, at New Orleans, Louisiana. Holcomb reportedly has been soliciting the cooperation of the International Association of the Chiefs of Police and plans to attend International Association of the Chiefs of Police national convention scheduled for October 6-11, 1962, at St. Louis, Missouri.

Holcomb was originally subsidized as Micro-Dyne, Inc., by the MacLeod Instrument Corporation and subsequently as Solar Research Corporation by the Carbon Fuel Company. The latter withdrew its support in July, 1962, and there is no indication presently that Holcomb has secured new financial backing. You should continue to be most circumspect in dealing with Holcomb and any representative of his. Report the activities of Holcomb, Solar Research Corporation and NIA to the Bureau, as well as the identity of any students (officers or otherwise) who it is learned have attended the NIA.

9/18/62

SAC LETTER NO. 62-49

(B) FOREIGN LANGUAGE PROGRAM - ASSIGNMENT OF SPECIAL AGENTS TO TECHNICAL MONITORING DUTIES -- Offices having technical or microphone surveillances involving the use of a foreign language which are monitored by Special Agents are instructed to identify such surveillances by symbol number and language involved. Identify agents assigned to such monitoring duties by payroll name and state the date when this assignment began. Advise as to whether this is a full-time or part-time assignment. If part time, indicate the other duties which each agent performs in addition to his monitoring work.

In the case of agents who have been assigned to a technical or microphone surveillance involving the use of a foreign language for three years or more, the SAC should interview each such agent. It should be determined if the agent desires to continue on this assignment or whether he wishes to be considered for assignment to other duties which would qualify him for administrative advancement, including possible foreign assignment. The SAC should promptly furnish the results of such interviews to the Bureau stating whether the agent could be reassigned within the office, together with the SAC's comments and his recommendation. In the case of agents desiring reassignment, the matter will be analyzed at the Bureau, taking into consideration the needs of the office and availability of other agents qualified in the particular language involved. Offices should set appropriate ticklers to insure this is done in the future as agents complete three years on such assignments.

Replies should be marked "Attention: Personnel Section."

Very truly yours,

John Edgar Hoover

Director

9/18/62

SAC LETTER NO. 62-49

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PERSONAL ATTENTION  
SAC LETTER NO. 62-56  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

October 9, 1962

WASHINGTON 25, D. C.

(A) ~~X~~ PHOTOGRAPHIC EQUIPMENT - COLOR PHOTOGRAPHY -- SAC Letter 61-32 (D) dated June 13, 1961, advised that color photographs should be appropriately considered during the course of all investigations when circumstances are such as to make them technically feasible and desirable and where color contrast may be a factor in the evaluation of the evidence. When color photographs are to be made, you should use Ektacolor Type S 4" x 5" sheet film. Such film will give excellent results when used properly and is available locally from Eastman Kodak dealers. This film can be processed in the Bureau Photographic Laboratory. Detailed instructions as to lighting and exposure will be found inside the Ektacolor Type S box and these instructions should be closely followed. Smaller size film should be used only if Ektacolor Type S film is not available. You should not maintain a large supply of this film in stock but should purchase same as needed.

10/9/62

SAC LETTER NO. 62-56

(B) ~~X~~ "TWO BEFORE ZERO" MOTION PICTURE ON COMMUNISM -- Information has been received that the Motion Picture Corporation of America, a Chicago film company, has produced a motion picture, "Two Before Zero," scheduled for release during October. This picture allegedly deals with communism and makes extensive use of old newsreel film. Featured performers in the film are Basil Rathbone and Miss Mary Murphy. It was made at the Fred A. Niles Studios in Chicago.

For your information, the Niles Studios in 1961 sought FBI cooperation in connection with a film on communism it was producing. This cooperation was rejected but the Niles Studios, nevertheless, represented to a major film studio that the FBI was cooperating in the film's production.

In connection with the release of "Two Before Zero," you should make certain that you do not become involved in its exploitation in any manner and that no cooperation is extended by your office to anyone connected with this film or the Fred A. Niles Studios. Any inquiries you receive regarding this film should be brought to my attention promptly.

(C) EDWARD LAMBRECHT, BROOMALL, PENNSYLVANIA - INFORMATION CONCERNING -- Edward Lambrecht, 2247 Windsor Circle, Broomall, Pennsylvania, has been and is currently engaged in an extensive campaign of writing letters to FBI Headquarters, other Federal agencies, Governors, Congressmen, heads of major industrial corporations and other prominent individuals, alleging that he has information of vital concern to the security of the United States but that the communists have prevented him from bringing it to my attention. His letters, though each is typed separately, are virtually identical.

Lambrecht, a ham radio operator, has been interviewed at the Seat of Government on five occasions and by Agents of several field offices. He claims to have intercepted Soviet radio broadcasts which "revealed" that Soviet agents have obtained all secret information from the files of the National Security Agency, Central Intelligence Agency and the FBI through a scientific process which causes officials to act in behalf of the Soviets without being aware they are doing so. Since Lambrecht does not explain this in his correspondence, his letters are being referred by the recipient either to a near-by field office or to me. Inquiries concerning this individual should be answered with the statement that Lambrecht, during interviews on numerous occasions by Special Agents, has furnished no information of value to the FBI. Lambrecht's letters are not acknowledged by the Bureau. Copies of correspondence concerning him need not be forwarded to the Seat of Government.

10/9/62  
SAC LETTER NO. 62-56

(D) EXECUTIVE ORDER 10501; SAFEGUARDING OFFICIAL INFORMATION IN THE INTERESTS OF THE DEFENSE OF THE UNITED STATES -- By Order No. 279-62, dated August 21, 1962, the Attorney General issued new regulations on the handling of classified defense information, superseding all previous orders. These new regulations are effective immediately but they require few changes in Bureau procedures.

Section 107 of the new regulations, on "Penalties for Violation," provides for disciplinary action against any employee who violates these regulations or Executive Order 10501 and, in appropriate cases, criminal prosecution for any employee

10/9/62  
SAC LETTER NO. 62-56

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improperly and deliberately disclosing classified defense information. This section now provides that "prompt and stringent administrative action shall be taken against any officer or employee determined to have been knowingly responsible for any release or disclosure of classified defense information or material except in the manner authorized by these regulations."

Sections 306 through 311 of the new regulations, on Group Categories," change the marking which must be shown on classified material. Former regulations required that classified national defense information be marked "Top Secret," "Secret," or "Confidential" according to degree of importance. The new regulations continue this practice but also require that each of the above classifications be followed by a group designation and legend. The purpose of these group designations, and appropriate legend in each case, is to permit automatic downgrading of classified defense information with the passage of time, and eventual declassification in some cases. Note, however, that information under the Atomic Energy Act and that involving "intelligence or cryptography" is in Group 1 and thus "excluded from automatic downgrading and declassification." The practical result is that classified national defense material originated by the FBI will be marked "Top Secret," "Secret," or "Confidential," as in the past, with the addition of the new marking "Group 1 - excluded from automatic downgrading and declassification." A typical marking under the new regulations will appear as follows:

CONFIDENTIAL  
Group 1  
Excluded from automatic  
downgrading and  
declassification

Note that the classification and group wording should appear in box form as shown above, rather than written out in a continuous line. This arrangement is desired by the Department of Justice and other Federal agencies as a matter of uniformity. The Bureau will have rubber stamps prepared with the group wording shown above. Advise the Bureau immediately by routing slip, Attention: "Property Management Section" of the number of stamps required by your office. The wording may be put on the document by a typewriter until the rubber stamps are received from the Bureau.

10/9/62  
SAC LETTER NO. 62-56

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Note again that the only change in the marking is that to the previous classifications "Top Secret," "Secret," or "Confidential," there must be added the group designation, and that for FBI originated material this group designation is "Group 1 - excluded from automatic downgrading and declassification" written in box style as shown above. The group designation will appear immediately below the classification.

Any questions concerning the operation of the new regulations should be sent to the Bureau, Attention: "Training Division," since the Bureau official in charge of this Division is the Security Officer for the Bureau. Copies of the new regulations will be obtained from the Department of Justice as soon as possible and forwarded to each office.

Bring this matter to the attention of all employees.

10/9/62  
SAC LETTER NO. 62-56

(E) CIVIL SERVICE COMMISSION - NAME CHECK REQUESTS -- Recent instances have arisen where Civil Service Commission (CSC) investigators have contacted field offices with a request to physically review FBI files concerning relatives or references of subjects of CSC investigations. This attitude has apparently arisen through a misinterpretation of CSC headquarters instructions recently sent its field investigators.

There is no change in Bureau policy and no Bureau files are to be reviewed by other than authorized Bureau personnel. CSC headquarters has advised that its instructions will be clarified in the immediate future.

Very truly yours,

John Edgar Hoover

Director

10/9/62  
SAC LETTER NO. 62-56

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

January 8, 1963

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

(A) TRAINING - AGENTS' ANNUAL TECHNICAL TRAINING PROGRAM 1963 -- Enclosed for each office are five copies of captioned training program.

1/8/63  
SAC LETTER NO. 63-1

(B) PERSONNEL MATTERS - RESIGNATIONS - PROPERTY -- Reference is made to Part I, Section 12B, 6a, of the Manual of Rules and Regulations, relating to the return of Government property by Bureau employees upon resignation, separation, or suspension.

Effective immediately, the current FBIRA membership cards of employees who are leaving the service shall be secured from the employees in every instance and shall be destroyed by the SAC. The Bureau must be advised, attention Administrative Division, when this has been done.

1/8/63  
SAC LETTER NO: 63-1

(C) PERFORMANCE RATINGS - INVESTIGATIVE PERSONNEL -- The performance of all investigative personnel should be appraised at this time to insure that 90-day warnings (in the form of special administrative performance ratings) are given to all such employees whose performance is considered unsatisfactory and to whom it is contemplated an Unsatisfactory official annual performance rating will be given on March 31, 1963.

You should insure that all supervisory employees who will be preparing the ratings are completely familiar with the instructions in the Manual of Rules and Regulations and the contents of SAC Letter No. 61-28 (B) dated 5-23-61 and that these instructions are strictly adhered to.

For your guidance, only those agents who have served as Alternate or Senior Resident Agents, weekend, relief or full-time supervisors during the rating period should be rated on Item 21 (executive ability) on the rating guide and check list. You must, however, continue to submit specific comments for all agents on Item 11, Part 2 (administrative advancement) of the narrative comments. Item 2, Part 2 (experience and ability as Inspector's Aide) should be marked not applicable for all field agents inasmuch as the use of field agents as aides has been discontinued.

(D) ~~PROBATION FLASHES~~ -- Since January 2, 1963, all Identification Division mail to and from U. S. probation officers has been channeled through the Administrative Office, U. S. Courts, Washington, D. C. That agency has established a central register on Federal parolees, probationers and mandatory releasees under supervision of probation officers.

Incidental to this change, it no longer will be necessary for field offices to submit probation flash data on FD-165 as such information will be furnished by U. S. probation officers. Form FD-165 will be revised to delete all references to probation flashes. In lieu thereof, furnish probationary data on disposition sheet Form R-84.

Another change is that henceforth identification records will not show location of probation officer supervising case if transfer of supervision has occurred. Such information, if needed, can be obtained from the Probation Division, Administrative Office, U. S. Courts, or in most cases from the probation officer in jurisdiction where probationary sentence imposed.

1/8/63  
SAC LETTER NO. 63-1

- 2 -

(E) ~~BANK ROBBERY~~ BANK ROBBERY NOTE FILE -- PERSONAL APPEARANCE SECTION ~~LABORATORY MATTERS~~ -- The Bank Robbery Note File maintained in the FBI Laboratory consists of photographs of handwritten, hand printed, typewritten, et cetera, notes utilized in bank robbery cases.

In an effort to increase the efficiency of this file and facilitate searches the Laboratory has created an additional breakdown known as the Personal Appearance Section which contains duplicate copies of all material in the file arranged according to the physical description, modus operandi and peculiar personal characteristics of the suspect based on descriptions furnished by witnesses.

The Personal Appearance Section utilizes a classification system based on sex, race, height, weight, age, peculiar characteristics, and modus operandi including such items as type of threat, i.e., gun, acid, explosive, et cetera, as well as such items as masked or unmasked, taking of hostage and any approach or procedure that characterizes the subject.

In order to fully utilize this section of the Bank Robbery Note File, it is essential that letters submitting robbery notes to the Laboratory include complete descriptive and modus operandi data conforming as closely as possible to the above breakdowns.

1/8/63

SAC LETTER NO. 63-1

(F) ~~BUREAU APPLICANTS~~ ~~CLERKS~~ ~~SUMMER EMPLOYMENT~~ -- During the summer of 1962 the Bureau considered only those applicants who were previously employed during the summer of 1961 and whose work records were completely satisfactory. This year the Bureau does not anticipate employing any temporary summer employees either in the field or at Seat of Government since our manpower availability and our recruiting efforts are producing sufficient full-time employees. There will be no exceptions to this policy. You should insure that all personnel are made aware of this policy so as to avoid unnecessary handling of correspondence for summer employment at the Bureau. Temporary employees who worked during the summer of 1962 will be notified by letter of this change in policy.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A)

1/8/63

SAC LETTER NO. 63-1

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PERSONAL ATTENTION  
SAC LETTER NO. 64-28

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

June 2, 1964

WASHINGTON, D.C. 20535

(A) PHOTOGRAPHIC MATTERS, COLOR PHOTOGRAPHY -- SAC Letter 62-56 (A) dated 10-9-62, set forth basic considerations relative to the use of color film. Based on experience to date, it is felt the quality of the field color photography can be improved. Accordingly, the following information is set forth for your information and guidance. Ektacolor Professional Film Type S is the only color film recommended. Ektacolor is a color negative process from which color prints, black and white prints and color slides can be made. Kodachrome, Ektachrome and Anscochrome are positive film and in order to make prints from these, a copy negative must be prepared. Whenever this is done some quality of reproduction is lost and in addition more work is involved. The Bureau's Photographic Unit cannot process Kodachrome film and if this is sent to the Bureau, it must be processed commercially, thus wasting time and increasing costs.

When taking color flash shots with the Speed Graphic camera, No. 11 blue flash bulbs should be used. These can be obtained from the Bureau or secured locally. If it is not possible to obtain blue bulbs and clear bulbs are used, then a No. 80C filter must be used over the lens.

To get the most natural color prints, it is suggested that a Kodak neutral test card (gray card) be utilized. This card should be placed at the edge of the subject area where it receives the same lighting as the subject matter. It is required in only one photograph of a particular subject matter provided there is no change in location or lighting. If a gray card is not used, then descriptive data should be set forth in the accompanying communication. The descriptive data should give the color of the background wall, color of clothing, color of car, et cetera.

The color exposure data card, the film holder envelope and/or the green sheet accompanying each box of film contains all the information needed relative to exposure settings. After exposure the film should be promptly forwarded to the Bureau, attention Mechanical Section, with a notation that it is color film.

Loaded film holders can be retained for that period which is recommended on the film holder envelope. Loaded film holders should never be stored in the refrigerator. Film packed in its factory-sealed container will endure somewhat longer and refrigeration, if available, will extend the period even longer. Regardless of type of packaging do not

leave film near any source of heat. In warm weather it should be insulated from heat and never placed in a closed automobile compartment.

It has been ascertained that many of the 4 x 5 Speed Graphic cameras are being set incorrectly thereby resulting in poor quality flash pictures. There is a synchronization lever at the five o'clock position on the shutter. It has the following markings: OFF, F-X, a red M and a black M. The OFF position must be used whenever either blue or clear flash bulbs are used. Failure to set this indicator to the OFF position will result in blank or very under exposed negatives. The F-X position is used for electronic flash. The two M positions are used for types of flash bulbs not used by the Bureau. Always check to insure the lever is in the OFF position when using No. 11 flash bulbs.

Several field offices have inquired as to the availability of Polaroid Land film holders for use with the Speed Graphic camera. Controlled tests made at the Bureau have determined that the quality of Polaroid color prints is inferior to that of Ektacolor Professional Film Type S. Since in most instances more than one photograph is required, use of Polaroid film necessitates photographing the Polaroid print in order to obtain additional copies. This results in additional expense and, further, prints obtained in this manner show a loss of detail. Accordingly, the Bureau does not anticipate purchase or utilization of Polaroid Land film holders for color photography with Speed Graphic cameras.

6/2/64

SAC LETTER NO. 64-28

(B) PERSONNEL MATTERS - WEIGHT PROGRAM -- Certain personnel actions including promotion matters involving Special Agents and male clerical employees require comments from the SAC or appropriate supervisory employee regarding the weight of the individual or individuals in the recommended action in order that it can be determined that these persons have conformed to the Bureau's weight standards. Prior to submitting such recommendations, it will be incumbent upon the SAC or supervisor to personally observe the employee's weight recorded on a scale or in the case of Seat of Government and those offices having Health Service facilities, to have a nurse's record of the employee's weight. Thereafter, appropriate comments including the date recorded and by whom should be made in the recommendation as to the weight of the individual or individuals involved in the recommendation.

6/2/64

SAC LETTER NO. 64-28

- 2 -

(C) TRAVEL VOUCHERS -- In view of the fact that it is necessary for Special Agents and certain clerical personnel to submit travel voucher forms claiming reimbursement for expenses incurred in the performance of official business, there is no objection to having these vouchers typed for submission by stenographers or typists during the regular workday. The vouchers may be either dictated or prepared in rough draft form by investigative employees.

6/2/64

SAC LETTER NO. 64-28

(D) AMMUNITION -- Several field offices are encountering difficulties in loading and unloading Mid-Range ammunition and are experiencing a number of misfires in their training program. This should be called to the attention of the Firearms Instructor, and should your office have complaints regarding the performance of our training ammunition, you will advise immediately the number of rounds misfired or deformed, the manufacturer's name and the lot number of the ammunition being used. It is important to know the quantity of the ammunition fired in relation to the defective rounds encountered.

6/2/64

SAC LETTER NO. 64-28

(E) SPEECH MATTERS -- All Bureau speakers are reminded of the absolute necessity of exercising meticulous care in accepting and handling speaking engagements, especially in sensitive areas involved in racial unrest. Unjustified criticism was recently directed to the Bureau in connection with a speech commitment at a segregated school and it can be reasonably anticipated that close scrutiny will be afforded any such similar speaking engagements in the future. Tact and discretion must be prudently utilized at all times to preclude issuance of any statements or remarks that could be taken out of context and employed to embarrass the Bureau. While the Bureau does not desire any change in the general policy covering the type of groups addressed, you should be most alert to avoid situations of potential embarrassment.

6/2/64

SAC LETTER NO. 64-28

(F) ADMINISTRATION OF OFFICES - DESIGNATING COMPLETE MATERIAL FOR INDIVIDUAL FIELD PERSONNEL FILES -- Several instances have been noted during recent inspections wherein there has been a failure to designate

6/2/64

SAC LETTER NO. 64-28

- 3 -

communications for the field personnel files of individual employees. Existing regulations require that copies of data, favorable or unfavorable to the office or its personnel, should be placed in files of individual employees. For example, information in the nature of inquiries or allegations affecting employees which arise in connection with a substantive case must, in all instances, be completely included in the individual's field personnel file. This must be done regardless of whether or not the inquiry results in administrative action against the employee. It should be obvious that if this practice is not followed, it will be impossible at a later date to have the benefit of this information in connection with a review of the employee's field personnel file.

Make certain all personnel having any responsibility for this thoroughly understand and abide by these instructions.

Very truly yours,

John Edgar Hoover

Director

6/2/64<sup>o</sup>

SAC LETTER NO. 64-28

- 4 -

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION



In Reply, Please Refer to  
File No.

May 19, 1964

WASHINGTON, D.C. 20535

(A) TRAVEL OF THE PRESIDENT IN THE UNITED STATES AND COMMONWEALTH OF PUERTO RICO -- In correspondence directed to the Bureau or field offices concerning captioned subject matter, utilize the code word  
This code word is not to appear in any material prepared for dissemination outside the Bureau.

5/19/64  
SAC LETTER NO. 64-26

(B) TESTIMONY OF AGENTS -- Your attention is directed to existing instructions requiring that the testimony of Agents is to be given clearly, modestly, without bias or prejudice, without display of emotion, without exaggeration, and without misrepresentation. These instructions must be adhered to in all situations where the testimony of an Agent is taken. In complying with these instructions, one must necessarily state only the facts. It would be highly improper for personal feelings and personal opinions of the Agent to be related during any proceedings. I desire that you immediately reiterate to all Agents in your office the present instructions.

I must insist that testimony of Agents will stand up under the closest scrutiny.

5/19/64  
SAC LETTER NO. 64-26

(C) MAIL COVERS - SECURITY AND CRIMINAL -- Congressional interest and criticism in the press on the use of mail covers has prompted the Post Office to tighten its supervision on the use of this technique. The Chief Postal Inspector has advised that he is well satisfied with the arrangements currently in existence between the Post Office and the Bureau and anticipates no change in procedures being utilized by the FBI.

Upon receipt of a request for a mail cover, the postal official will now be required to forward the request to one of the 15 regional inspectors who will issue instructions for implementation of the desired cover. Large cities, such as New York, Washington, D. C., and Chicago, have regional inspectors in the city; but a request for a mail cover in a location without a regional inspector will require forwarding of the request to the nearest regional inspector for approval. For instance, a mail cover in Jacksonville

183-10291

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION



In Reply, Please Refer to  
File No.

May 19, 1964

WASHINGTON, D.C. 20535

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5/19/64

SAC LETTER NO. 64-26

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5/19/64

SAC LETTER NO. 64-26

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Upon receipt of a request for a mail cover, the postal official will now be required to forward the request to one of the 15 regional inspectors who will issue instructions for implementation of the desired cover. Large cities, such as New York, Washington, D. C., and Chicago, have regional inspectors in the city; but a request for a mail cover in a location without a regional inspector will require forwarding of the request to the nearest regional inspector for approval. For instance, a mail cover in Jacksonville

will have to be forwarded to the Atlanta regional office for final action. The Chief Postal Inspector estimates that no more than two days will elapse in handling this matter by responsible postal officials.

Each SAC must continue to personally approve all requests for mail covers. They must be held to the absolute minimum and utilized only in cases of a most important nature and where it is anticipated information of value will be obtained. Prior Bureau approval for all mail covers is still required.

5/19/64  
SAC LETTER NO. 64-26

- 2 -

(D) MOTOR VEHICLE SEAT BELT ACT -- Public Law 88-201 was passed by the 88th Congress and signed by the President on December 13, 1963. This law requires the Secretary of Commerce to prescribe and publish in the Federal Register, not later than one year after enactment, minimum standards for seat belts for use in motor vehicles other than those of carriers subject to safety regulations under Part II of the Interstate Commerce Act.

This statute makes unlawful the introduction, sale or delivery in interstate commerce, of any seat belt manufactured on or after the effective date of this provision which does not meet the prescribed standards.

Although this legislation became law upon its enactment, the statute states that its criminal provisions shall take effect on such date as the Secretary of Commerce shall determine, but such date shall be not less than 180 days nor more than one year after the date of publication of standards by the Secretary of Commerce.

The criminal provisions under this act carry a fine of not more than \$1,000, or imprisonment of not more than one year or both.

Although this legislation names no agency to assume investigative jurisdiction for violations of its provisions, the Department has advised that the FBI will have investigative responsibility.

The Department states that routine inspection and spot checking of plants and distributing outlets have not yet been settled, but this matter will be left within the discretion of the Department of Commerce. The Commerce Department has been advised by the Justice Department that the FBI will not undertake such routine inspection procedures. The Department has advised the Bureau will be informed as the procedures are worked out.

As mentioned above, it is not known with certainty when the criminal provisions of this law will become effective, it being the responsibility of the Secretary of Commerce to set up the effective date.

The foregoing information regarding this bill is being set out for your information in the event inquiries are received in the field. When further information is received from the Department concerning procedures being set up by the Commerce Department and the effective date of the criminal section of this statute, you will be further advised. Until that time, if inquiries are received under this legislation they should be referred to the Department of Commerce.

5/19/64

SAC LETTER NO. 64-26

Very truly yours,  
John Edgar Hoover  
Director

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PERSONAL ATTENTION  
SAC LETTER NO. 64-51

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

October 20, 1964

WASHINGTON, D.C. 20535

(A) AUTOMOBILES - TIRES -- With the introduction of the 1965 automobiles the various tire manufacturers are changing over to new "low profile" tire sizes. The size 7.50-14 tire will no longer be manufactured as such and the corresponding tire in the "low profile" class is 7.75-14. The new tire will fit on the present wheels; however, it has a wider tread and cross section and a shorter sidewall than the 7.50-14 tire. For this reason the tire manufacturers recommend these tires be utilized in pairs if all four tires are not the same size, i. e. , both front or both rear tires should be the same size.

Tires presently manufactured and being furnished the Bureau for replacement purposes are marked as follows as to size: "7.75-14 replaces 7.50-14."

Accordingly, these new tires should be paired as recommended when replacements are made. This is of utmost importance during the initial changeover period. Thereafter the situation will gradually resolve itself as all tires on our vehicles are replaced by the new size.

10/20/64  
SAC LETTER NO. 64-51

(B) PHOTOGRAPHIC MATTERS -- The Bureau has installed a Xerox Copyflo continuous printer which produces Xerox prints at the rate of 20 feet per minute. These prints are reproduced from 16 or 35mm negative roll film and can be made up to 11" wide. The cost of making these prints decreases with the number produced and based on current production, each copy costs approximately \$.036, excluding labor. Excellent quality reproduction can be obtained from written, typed, printed or drawn documentary-type material but photographs of individuals or scenes (tone photographs) will not reproduce with any detail or clarity.

If you have any sizeable number of reproductions to make, this method should receive consideration. In those instances where a 16 or 35mm camera is not available to photograph the material, direct a communication to the Mechanical Section, Administrative Division, setting forth the circumstances. If feasible, the Mechanical Section will photograph the material and provide the necessary negative. Requests for Xerox prints should be directed to the Mechanical Section.

Those offices using 35mm roll film should note that henceforth the Bureau will purchase both perforated and nonperforated 35mm film in 100' rolls only. Neither of these will have the nonsensitized leader and trailer; therefore, it will be necessary to advance the film far enough to run off the fogged area. Fourteen complete turns of the crank are recommended for those cameras which have the crank advancer.

In the near future a self-contained attache case unit will be provided to most field offices. This is a 35mm camera and takes up to 36 exposures. It is anticipated that this equipment will be used when a limited number of documents are to be photographed.

Eastman Kodak Company has advised, effective immediately, all film packs produced by that firm will contain 16 exposures. Previously the Kodak film packs utilized in the Speed Graphic and fingerprint cameras contained 12 exposures. Care and judgment should be used by personnel using these larger packs to insure that avoidable waste will be eliminated.

10/20/64  
SAC LETTER NO. 64-51

(C) U. S. GOVERNMENT BILL OF LADING - ISSUANCE AND SIGNING -- The Bureau has approved that employees serving in the position of either Chief Clerk or Assistant Chief Clerk may issue and sign Government Bills of Lading. This approval is on a permissive basis since some Special Agents in Charge may desire to continue to keep this function confined to themselves.

Should you desire to delegate authority to the Chief Clerk and Assistant Chief Clerk, insure that incumbents are adequately familiar with the procedure for issuing and signing Government Bills of Lading. You should also insure that both clearly understand the Bureau's responsibility in assuming transportation costs.

10/20/64  
SAC LETTER NO. 64-51

- 2 -

(D) PROTECTION OF THE PRESIDENT -- Reference is made to SAC Letters 64-11 (A) and 64-35 (B) which relate to the temporary assignment of Bureau Special Agents to the Secret Service in connection with the protection of the President.

There are being attached five copies of a document, "Guidelines for Law Enforcement Officers in Protection Assignments," which was furnished to the Bureau by Mr. Arnold Sagalyn, Director of Law Enforcement Coordination, Treasury Department. Mr. Sagalyn explained this document is used as a briefing outline by the Treasury Department for the training of Treasury enforcement personnel other than Secret Service Agents when they are called upon to provide protection for the President or other dignitaries. You should bring the attached document to the attention of all Agents in your office who might reasonably be expected to be selected by you in the event you are called upon in the future to provide personnel to assist in the protection of the President.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (D)

10/20/64  
SAC LETTER NO. 64-51

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PERSONAL ATTENTION  
SAC LETTER NO. 65-4

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

January 26, 1965

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

(A) AUTOMATION - AUTOMATIC DATA PROCESSING UNIT - IDENTIFICATION DIVISION - FILES AND COMMUNICATIONS DIVISION -- Attached to this letter are write-ups explaining the services of the Automatic Data Processing (ADP) Unit, and the efforts of the Identification and the Files and Communications Divisions to automate certain of their activities.

The material in these write-ups should be brought to the attention of each Special Agent of your office. In investigations involving analysis of documentary information, Special Agents should be alert to the possibility of using the services of the ADP Unit. Further, Special Agents should promptly bring to the attention of the Bureau any developments in the field of automation they may become aware of which would be of interest to the Identification and the Files and Communications Divisions.

1/26/65  
SAC LETTER NO. 65-4

(B) TRAINING - AGENTS' ANNUAL TECHNICAL TRAINING - 1965 -- Enclosed for each office are five copies of captioned training program.

1/26/65  
SAC LETTER NO. 65-4

(C) AUTOMOBILES - MAINTENANCE -- Several Bureau offices have experienced difficulty with the steering gear box assembly on the 1962, 1963 and 1964 Plymouths. Inspection indicated the bolts, by which the gear box is attached to the frame, had worked loose. For the most part this was confined to the initial period of operation. However in some instances this condition has recurred. It can be corrected by having the bolts tightened to the factory recommended torque of 50 pounds. If the condition recurs consideration should be given to replacing the original bolts with slightly longer bolts in order that a lock washer can be added.

Recently a Bureau vehicle was involved in an accident due to a brake failure. Subsequent inspection traced the failure to a defective flexible brake hose.

As a safety measure in connection with over-all maintenance, it is desired that a periodic visual inspection be made of the condition of the steering gear box assembly on 1962, 1963 and 1964 model Plymouths. It is also desired that the condition of the flexible brake lines on all vehicles, regardless of make or model, be determined periodically. This can logically be accomplished each time the oil is changed (4,000 to 5,000 miles or twice a year) or at other similar intervals if more appropriate in your division. In accordance with instructions in the Manual of Rules and Regulations, Part II, Section 7-F, Paragraph 3g, a notation should be made in the individual automobile file when the foregoing inspections have been made.

1/26/65.

SAC LETTER NO. 65-4

- 2 -

(D) BUREAU APPLICANTS - SPECIAL AGENT RECRUITMENT PROGRAM -- We have an urgent need for additional Special Agents and accordingly, New Agents' Training Classes have been scheduled to convene March 1, March 29, April 12, April 26, May 10, May 24, June 14, June 28, July 12, July 26, August 9, August 30, September 13 and September 27, 1965.

In order to implement this program, every SAC should immediately arrange to appear personally before the senior class of law schools approved by the American Bar Association. Arrangements should be completed by February 8, 1965, unless some difficulty is encountered. Our needs should also be brought to the attention of SAC contacts and other logical sources. Constructive efforts should be made to obtain above-average applicants having a proficiency in a foreign language, qualified in science or accounting, or qualified under our temporary modified requirements. The Bureau will continue to offer appointments to those applicants who are found acceptable six months prior to their availability dates. Each office is expected to recruit a sufficient number of qualified applicants to enable the Bureau to meet its ever-increasing responsibilities and the failure to equitably share in this program will result in the imposition of a quota on each office. Continue to submit on the first and the fifteenth of each month airtel summaries outlining in detail your accomplishments with respect to the recruitment of Special Agent applicants.

As I have said on numerous occasions, no work is more important than properly interviewing, evaluating and investigating applicants for positions with the FBI. Interviews and investigations must be exhaustive and designed to uncover any information bearing on their suitability for Bureau employment. As you are aware, the interview is one of the most important steps in the processing of Bureau applicants and the application is the basis for the interview. The interviewing official should insure that the application has been completely executed. Be alert for deficiencies such as gaps in employment and residence, unanswered questions and incomplete information on relatives. Fully explore during the interview information included on the application such as physical defects, arrests, pending suits, and failure to register for Selective Service. Naturally, any questionable items should be specifically commented upon by the interviewing official on the FD-190 (interview sheet).

An applicant applying under the science program must submit a transcript of his college record so that it may be determined whether he qualifies for consideration under this program. The transcript should be forwarded to the Bureau with the application and related papers. If there is any doubt in the mind of the interviewing official as to whether an applicant applying under our modified program possesses the necessary qualifying experience, the applicant should be requested to submit, along with his application, a detailed resume outlining his experience. There must be no delay in the

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processing and submission to the Bureau of the application and related papers. Prior to arranging a physical examination, draft or military status should be completely resolved. If applicant has had no prior military service and has been classified 1-A, 2-A, 2-S, 1-Y, or 4-F, his local draft board must be contacted at the outset to determine if an occupational deferment would be granted him if offered an appointment as a Special Agent or, if appropriate, whether the physical defect which resulted in his 1-Y or 4-F classification would disqualify him for further consideration for the Special Agent position. If the applicant is a member of a reserve component, it must be determined whether he is currently a Standby Reservist or would be eligible for transfer to this category if appointed as an Agent. For your information, Inactive Reserve and Standby Reserve are not synonymous as members of the Ready Reserve can also be in an inactive status.

When arranging a physical examination at a Government facility, you should take the necessary steps to insure that the facility has in its possession all pertinent information concerning the applicant's medical history, which may have been brought to light by information furnished by the applicant on his application, or developed during the course of his formal interview, or by checks of Selective Service records. If applicant has been treated for a serious illness or injury by his private physician or in a hospital, pertinent records should be reviewed and the information secured made available to the examining facility. Such action will permit the facility to make an accurate determination as to whether or not the applicant can be certified for duty as a Special Agent. Specific comments should be secured from the examining physician on any defects brought to his attention. Effective liaison should be maintained with all Government examining facilities in your area to insure prompt receipt of oral and written results.

The investigation of the applicant must be penetrative and every logical source of information contacted to resolve any information developed affecting his suitability for employment. For example, in verifying an applicant's educational background, do not limit your inquiry to the applicant's scholastic performance. Secure pertinent information concerning extracurricular activities while in school since this information will furnish a more complete picture of his suitability for Bureau employment. Your investigation in this regard must, of course, include contacts with faculty members and fellow students whenever possible. Investigations of applicants being considered under our modified program are to include comments from supervisors and co-workers regarding the exact nature of the applicant's administrative, supervisory or investigative responsibilities. In connection with a commissioned officer applying under this program, it is imperative that the Bureau be furnished with comments which appear in his personnel folder relating to his performance while in an active-duty status. In cases where it is developed that an applicant has relatives with present or past questionable reputations,

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their current reputations should be clearly established during the course of your investigation. In so doing, you should determine the degree of association and contact between applicant and these relatives and also the degree of influence exerted on the applicant by these relatives.

I am not at all satisfied with your accomplishments in connection with the recruitment of qualified Special Agent applicants from the minority groups. We have a need for Chinese-speaking Agents who are fluent in either the Mandarin and Toyshan or the Mandarin and Cantonese dialects. All logical sources, including universities and military installations, should be contacted in an effort to secure applicants with the above-mentioned qualifications, and your efforts in this regard are to be specifically set forth in your February 15 airtel summary of recruitment efforts. You have been previously advised of the importance of this program and I expect productive results.

In order to meet our goals, it will be the personal responsibility of each Special Agent in Charge to insure that positive results are obtained. Moreover, the guidelines set forth above must be meticulously followed. Inadequate investigation and reporting cause needless correspondence and delay in processing applications and will not be tolerated. Explanations of Agent and supervisory personnel will be requested and severe administrative action taken for any derelictions in this regard.

(Security Letter on attached pages)

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SAC LETTER NO. 65-4

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(E) CHINESE ALIENS ENTERING THE UNITED STATES -- Bureau desires investigations of Chinese aliens entering the United States be reinstated. As you know, such investigations were discontinued by SAC Letter 63-33 dated July 9, 1963. Bureau intends to approach problem of identifying Chinese Communist intelligence agents through a program designed to reveal cover stories.

We will consider for investigation any Chinese alien entering the United States as permanent resident or student who meets following criteria: (1). Alien has resided in or visited Communist China within the past five years; (2). At time alien last departed Communist China, alien was between nineteen and forty-five years of age; (3). Alien had minimum of eight years of formal education; (4). At time of entry into the United States, was unaccompanied by minor children.

Each field office covering an Immigration and Naturalization Service (INS) District Office, which is a files control office, will arrange to be furnished the INS file numbers identifying aliens meeting the aforementioned four-point criteria.

All Legal Attaches should submit background data on Chinese aliens meeting aforementioned four-point criteria and who are granted visas to enter the United States.

While most such aliens will receive visas from the United States Consulate General in Hong Kong and will be the responsibility of Legal Attache, Tokyo, the other Legal Attaches should remain alert for possible Chinese Communist intelligence agents utilizing third countries to enter the United States.

After pertinent information concerning a Chinese alien has been obtained from INS or from an office of a Legal Attache, field office indices should be searched and the results furnished to the Bureau. The initial letter to the Bureau from the field in cases originating with information from INS should contain a dual caption; the Chinese alien's name followed by the character, "IS - CH," and the second caption should be "Chinese Aliens Entering the United States, IS - CH." In cases originating with information obtained by Legal Attaches, the initial letter to the Bureau should contain similar captions,

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The original and two copies of such letters should be submitted. After initial letter has been submitted, only original and one copy of subsequent letters need be submitted carrying in the caption only the subject's name and character, "IS - CH." If Bureau files contain no pertinent information regarding the subject, sponsor or immediate relatives residing in the United States, one copy will be furnished the office of origin appropriately stamped. If derogatory information is located in Bureau files, such information will be furnished to the interested office. Interviews should not be conducted until the results of Bureau indices check are received. If available, the letter to the Bureau should also contain the subject's name in Mandarin and Cantonese dialects and the Chinese Telegraphic Code number.

Consideration should then be given to interview of subject. Bureau authority will be required for interviews of subjects and their sponsors when subject or sponsor is employed in news media, entertainment, public, educational or religious fields or is a labor leader or prominent person. Similarly, Bureau authority will be required if subject or sponsor is student at an institution of learning; when a Congressman has shown an interest in the subject; or when there is some indication the subject is an intelligence agent. If interview is conducted, it should have as primary objective the obtaining of completely detailed background information. You should attempt to obtain that type of information which normally would be falsified in preparation of a cover story. The most effective cover stories are those which contain as few falsifications as possible. Therefore, interviewers should concentrate on those facts which must be falsified, namely those periods when training and instructions were received in intelligence operations. Upon completion of interview and if no further investigation is indicated, the case should be closed. The investigation preceding the interview should be held to an absolute minimum.

At the end of a year, the case is to be reopened to determine subject's employment and residence, and logical security informants should be checked for information. If no derogatory data develops, case should be closed and reopened at the end of another year.

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The second time the case is reopened, investigation should be brought up to date. The investigation should cover the subject's activities and contacts for the intervening period between the first interview and the contemplated second interview. If there is a reasonable possibility that the alien could be a Chinese Communist intelligence agent, a second penetrating interview should be conducted.

Specifically, this interview should cover all the significant data furnished in the first interview. If a cover story is involved, a reinterview after two years should disclose significant discrepancies in the facts related by the alien during the two widely separated interviews. Obviously, thorough, complete and well-planned interviews are an integral part of this program.

In the event an interpreter is required, a Bureau-approved interpreter must be used if available. If necessary, the subject's sponsors, close relatives or qualified interpreters from other United States Government agencies may be used for exploratory interviews.

Field should maintain a control file for this program and Bureau must be advised of final disposition of all cases opened. Appropriate Manual of Instructions revisions are being prepared.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A) & (B)

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SAC LETTER NO. 65-4

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PERSONAL ATTENTION  
SAC LETTER NO. 65-15  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

March 23, 1965

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

(A) THE MILITARY PERSONNEL AND CIVILIAN EMPLOYEES' CLAIM ACT OF 1964 - Attached are the Department of Justice regulations, as well as a claim form, for handling claims of employees for the loss of or damage to personal property which occurs incident to Government service. These regulations are effective retroactive to August 31, 1964. Particular note should be made to sections 8 and 9 concerning claims procedures and required supporting papers. In addition, claims are to be submitted in triplicate and forwarded to the Bureau by cover letter summarizing the facts and setting forth your comments on the merits of the claim and your recommendation as to the amount, if any, which should be paid. Additional copies of the claim form are being forwarded to your office separately.

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(B) TECHNIQUE FOR TRACING STOLEN GASOLINE -- The Laboratory has devised a new technique for tracing stolen gasoline particularly in Theft of Government Property type cases.

In the past it has been necessary to test a considerable quantity of gasoline which has been tagged with phenolphthalein solution in order to conduct appropriate tests. This new device which is a small plastic squeeze bottle with a tube attached accomplishes the same job more efficiently and expeditiously. In the cap of the plastic bottle is a small detector disk which is chemically impregnated. By inserting the tube into the gas tank the suspect gasoline is drawn into the bottle through the white detector disk. If any of the tagged material is present it will cause a pink discoloration on the disk. This is a simple operation which can be accomplished in a matter of seconds and is vastly superior to previous methods.

As in the original technique for the tagging of gasoline (FBI Law Enforcement Bulletin, November, 1954), the tagging chemical will be a solution of phenolphthalein in ethyl alcohol or methyl alcohol. For each 10,000 gallons of gas to be marked one pint of the tagging chemical will be added, for each 5,000 gallons of gas, 8 ounces or one-half pint; etc. Adequate mixing of the tagging chemical and the gasoline is essential. So, where possible, the tagging chemical should be poured slowly in small amounts at intervals into the storage tank at the time new gasoline is being added.

The tagging solution will be included in the gasoline testing kit, two photographs of which are attached.

From actual tests, it has been found that no damage will be incurred by the engine using fuel tagged by this method.

It is requested that each field division advise the Bureau, Attention: FBI Laboratory, of the number of kits required consistent with the potential and needs of each office. Consideration should be given to the number of Government installations within the field division and past experience with gasoline thefts. You should also consider the fact that this technique could be of assistance in bringing to light offenses which hitherto went undetected.

Your reply with respect to the above is requested by April 16, next.

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SAC LETTER NO. 65-15.

(C) TRAINING - POLICE RESERVE AND AUXILIARY POLICE -- Bureau has learned the Office of Civil Defense (OCD) is intensifying its efforts to help local governments train people in disaster techniques so they may be utilized as auxiliary or reserve police in the event of an emergency. Matching Federal funds will be available for police training in civil defense requirements and for civil defense identification or insignia. In the near future, OCD will distribute a basic and advanced police instructors guide and an advanced police students manual covering police services required to cope with conditions during a civil defense emergency. Allegedly, these matching Federal funds will not be available for the purchase of police equipment such as batons, helmets, firearms, etc. OCD plans that all training shall be given by the local law enforcement agencies involved.

Bureau policy with respect to the training of auxiliary or reserve police remains as set forth in the pamphlet entitled "Bureau Policies, Rules, Regulations and Instructions Concerning Field Police Schools"; namely, we will furnish no training assistance to such groups other than a lecture on our work and jurisdiction and the use of our training films.

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SAC LETTER NO. 65-15

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(D) FUGITIVE INVESTIGATIONS -- There has always been a hard core of Bureau fugitives capable of and willing to take desperate measures to evade apprehension. Previous SAC Letters on fugitive matters brought this to your attention. This potentially dangerous fugitive group has been substantially enlarged with the general increase in criminal activity and the Bureau's expanded jurisdiction, which has resulted in an ever-increasing volume of fugitive cases.

Several recent apprehensions have highlighted the need for careful preparation in the pursuit of fugitive leads. Serious consequences to Agent personnel have been averted due to decisive, courageous action taken under extremely adverse circumstances. Detailed careful planning, full knowledge of the fugitive's background, current precise physical description with recent good-likeness photograph of fugitive, and utilization of sufficient manpower should serve to cut down on the frequency of emergency situations which might give temporary advantage to the arrestee.

It is felt that the following specific examples will serve to be of considerable benefit in the investigation and planning of arrest situations. In one case where the suspect was in possession of identification showing him to be another individual, an Agent sought to establish an identity by tattoos on suspect's arms. On the request of Agent to remove sleeve of jacket for inspection of forearm for tattoos, the suspect manifested a willingness to comply but when the arm was removed from the jacket sleeve the Bureau Agent was confronted with an automatic weapon in his hand. Quick, courageous action on the part of the Agent in the execution of a disarming technique while the subject's attention was temporarily distracted prevented the suspect from carrying out his avowed intent to kill the Agent.

In another case while two Agents were seeking to identify a person reported possibly identical with an Identification Order fugitive, the suspect who was employed in a hospital produced a weapon from a hospital garment pocket. Here again aggressive, determined, courageous conduct on the part of the apprehending Agents subdued the fugitive, although one Agent did sustain a gunshot wound. In a third case involving investigation in a remote rural area, a bank robbery fugitive who had assumed the identity of a farmer was fortuitously located while walking on a country road with hands in pockets. Immediately upon realization that he was being

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approached by law enforcement officers he removed one hand from pocket which contained a weapon. He also indicated his intention to kill the Agent. Another bank robbery fugitive, when Agents approached to make an apprehension, fired at the Agents before being apprehended.

There have been a number of instances where weapons have been found on the person or in close proximity of the arrestee. Frequently, these individuals have indicated that had they the opportunity the firearms would have been used to resist arrest.

This is being brought to your attention in order that you will carefully consider each and every arrest situation. It has been the Bureau's experience that the case classification is not always a proper criterion to evaluate the dangerousness of the subject. It has been found deserters, check passers, and even persons being sought for crimes against property are extremely dangerous when confronted with the loss of liberty.

The continuing over-all increase in fugitive accomplishments, including prompt apprehensions which have been obtained in a large number of cases involving badly wanted persons, who in some instances have assaulted or killed local officers, testifies to the enthusiastic, aggressive and thorough manner in which Agents are approaching these investigations. I desire that Agents conducting fugitive investigations be made aware of my views, together with the admonition to thoroughly develop such investigations, carefully plan steps to check out a suspect or to arrest a subject and to not drop their guard even for a moment during the execution of their assignment. By doing so, we should be able to continue the excellent progress which has been made and, at the same time, maintain maximum protection to innocent individuals and to our personnel.

(Security Letters on attached pages)

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(E) DISSEMINATION TO SECRET SERVICE - FBI FORM BOOK --  
Reference is made to SAC Letter 65-10 (G) captioned "Agreement Between the Federal Bureau of Investigation and the Secret Service Concerning Presidential Protection" dated March 9, 1965, which contained instructions regarding dissemination to Secret Service under the terms of the above-mentioned agreement.

Form FD-376 has been devised for utilization in effecting dissemination to Secret Service in accordance with the instructions contained in referenced SAC Letter. Three copies of this form are attached, one of which should be placed in your FBI Form Book. A supply is being furnished each office under separate cover and future needs should be handled under your current practice dealing with requisitioning of Bureau forms.

Form FD-376 properly executed should be utilized in all instances falling within the terms of the above-mentioned agreement except in the cases of changes in residence, employment and/or death of the subject, in which event the present Form FD-366 should be utilized.

The original and one copy of this form should be forwarded to the Bureau in those instances in which dissemination is to be made to Secret Service. One copy of this form will accompany the document to be disseminated to Secret Service at headquarters level and a copy should be utilized as the letter of transmittal in making dissemination locally.

This form is designed solely for use in connection with dissemination made under the terms of the agreement referred to above and should not be utilized in connection with actual threats against the life of the President or others concerning whom Secret Service bears protective responsibilities.

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(F) BUREAU INFORMANT <sup>SYMBOL</sup> NUMBER Reference is made to SAC Letter 54-27 dated May 25, 1954. The Bureau continues to receive information from this sensitive source and dissemination is made to the field for inclusion of the data in reports. If the information is to be included in a report or communication for dissemination outside the Bureau, a T symbol is to be used. In the accompanying letterhead memorandum, the informant should be evaluated as "T- has furnished reliable information in the past."

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A), (B) & (E)

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(F) BUREAU INFORMANT <sup>SYMBOL</sup> NUMBER Reference is made to SAC Letter 54-27 dated May 25, 1954. The Bureau continues to receive information from this sensitive source and dissemination is made to the field for inclusion of the data in reports. If the information is to be included in a report or communication for dissemination outside the Bureau, a T symbol is to be used. In the accompanying letterhead memorandum, the informant should be evaluated as "T- has furnished reliable information in the past."

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A), (B) & (E)

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SAC LETTER NO. 65-15

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

PERSONAL ATTENTION  
SAC LETTER NO. 65-46

In Reply, Please Refer to  
File No.

August 24, 1965

WASHINGTON, D.C. 20535

(A) TOURS OF DUTY, SAN JUAN -- SAC Letter 65-41 (B) established three-year tours of duty in foreign offices and at San Juan, Anchorage, and Honolulu. This requirement is hereby modified as to San Juan where tours of duty will be of the same duration as was the case prior to the SAC letter. The initial tour will be for two years with extensions of one, two, or three years at the employee's option.

8-24-65

SAC LETTER NO. 65-46

(B) NATIONAL COLLEGIATE DEBATES -- It has been determined through the Library of Congress that one of the major topics selected to be debated by college students throughout the country during the 1965-66 school year is: "Resolved: That law enforcement agencies in the United States should be given greater freedom in the investigation and prosecution of crime." From a request already received by one of the field offices, it is apparent that this general topic will embrace a wide variety of specific areas within the general topic. The Bureau has some general material on this subject which can be made available to students. Any requests received by the various field offices should be referred to the Bureau to the attention of the Crime Records Division.

8-24-65

SAC LETTER NO. 65-46

(C) SENATE SUBCOMMITTEE ON ADMINISTRATIVE PRACTICE AND PROCEDURE - INTERNAL REVENUE SERVICE -- The Senate Subcommittee on Administrative Practice and Procedure under the Chairmanship of Senator Edward V. Long, Democrat, Missouri, has been taking testimony during the past several months concerning wire tapping and the use of technical-electronic listening devices. The majority of the testimony to date has concerned itself with the Internal Revenue Service and on several occasions representatives of that agency have offered testimony concerning alleged use of technical equipment by the FBI and even, in one instance, alleging that an FBI field representative trained an IRS employee in the technique of wire tapping.

As you are aware, this Bureau has been most judicious in the use of technical equipment and strong policy controls have been maintained by the Seat of Government. It is imperative that such controls be continued and that no discussions ensue with persons outside the FBI relative to the use or maintenance of technical equipment.

You should be most circumspect to avoid any collaboration with other agencies in the technical field which would give rise to further needless testimony affecting the Bureau operations.

8-24-65

SAC LETTER NO. 65-46

(D) GALLUP POLL RE FBI -- On August 8, 1965, the Gallup Poll published results of a recent survey of public opinion regarding the FBI. A copy of this poll is attached. While the poll results are generally highly favorable, it is noted that large segments of the public are still unfamiliar with or confused about FBI jurisdiction. SAC's should seize every opportunity to clarify these deficiencies in their public contacts. Agents, during the regular course of business, should also overlook no chance to educate the public and enlist citizen cooperation. Suggestions of means to rectify the apparent lack of knowledge on the part of many members of the public are desired and each office should submit recommendations to the Bureau, "Attention: Crime Records Division," within 21 days of the date of this letter.

(Security Letter on attached page)

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SAC LETTER NO. 65-46

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(E) CHINESE COMMUNIST ACTIVITIES IN U. S. RACIAL MATTERS -- Recent pronouncements of the Chinese communist (Chicom) leadership and government broadcasts emanating from Peking clearly point out the desire of that government to promote and abet racial strife in this country.

Because this presents such an extreme threat to the internal security, every Agent should be constantly on the alert for information relating to such activities and should immediately advise the Bureau upon receipt of such information. Informants should be developed who can uncover activities of this nature and penetrate any foreign involvement in the U. S. racial situation. Conversely, such informants should also be considered for assistance in uncovering and penetrating Chicom intelligence activities directed against the United States.

In order to assist Agents handling Chinese and related investigative matters in analyzing and evaluating their individual cases, the Bureau will soon commence publication of a "Chinese Intelligence Bulletin" which will contain valuable information relating to Chicom efforts, techniques, weaknesses, et cetera, throughout the world.

Any information relating to this situation should be submitted under the caption "Chinese Communist Activities in U. S. Racial Matters."

Very truly yours,

John Edgar Hoover

Director

Enclosure for (D)

8-24-65

SAC LETTER NO. 65-46

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PERSONAL ATTENTION  
SAC LETTER NO. 65-49  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

September 1, 1965

WASHINGTON, D.C. 20535

(A) PHOTOGRAPHING SUBJECTS OF CRIMINAL AND SECURITY INVESTIGATIONS FOR IDENTIFICATION PURPOSES -- Reference is made to No Number SAC Letter 65-C dated July 30, 1965, which placed limitations on the use of concealed cameras.

Upon authority of the Special Agent in Charge, concealed cameras may be utilized in security and criminal cases to obtain photographs of individual subjects in individual cases. This technique should be utilized only in those instances in which photographs of known subjects are not obtainable through ordinary sources.

In those instances in which the use of this technique is desired to obtain a series of photographs or to photograph mass groups, you must obtain prior Bureau authority except in the case of civil rights demonstrations in which the responsibility for the selection of the type of photographic equipment to be used is vested in the Special Agent in Charge, as outlined in SAC Letter 65-43 (D) dated August 10, 1965.

You are instructed to use caution to insure that this technique is not exposed.

Very truly yours,

John Edgar Hoover

Director



PERSONAL ATTENTION  
SAC LETTER 66-25

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

April 26, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No. /

(A) LEGAL ATTACHE OPERATIONS - HONG KONG -- The Bureau has established a Legal Attache Office in Hong Kong. Leads, for Hong Kong, formerly handled by the Legal Attache at Tokyo, Japan, will henceforth be handled by the Legal Attache at Hong Kong.

4-26-66

SAC LETTER 66-25

(B) REST PERIODS -- The Manual of Rules and Regulations, Part I, Section 16, item P, provides that noninvestigative employees may take a 10-minute rest period during each 4-hour work period. This rest period is to be limited to employees working within the FBI Office and is not to be extended to any employees operating outside of an FBI Office. The taking of rest periods by noninvestigative employees outside of an FBI Office will not be tolerated.

4-26-66

SAC LETTER 66-25

(C) TRAINING - TOPICS FOR TRAINING FILMS -- As a preliminary to the possibility of having additional training films produced, Bureau would like suggestions and recommendations from the field and Seat of Government Divisions concerning topics on which films would be most helpful.

It is desired that each Special Agent in Charge consult with police instructor personnel of his office in that regard and submit to the Bureau, attention Training Division, up to three topics, listed in order of preference. Comments justifying selection should be included. In making recommendations, consideration should be given to the training films currently available, whether they should be updated, and to current needs for films on other topics. Preferred consideration should be given to films which may be used for training FBI personnel as well as in our Field Police Training Program.

Submit your comments and recommendations within 15 days.

(D) ~~HIGHLY CONFIDENTIAL SOURCE~~ --- ~~IDENTITY DELETED~~ -- SOURCE

The Bureau must insist that the most careful evaluation be made of cases wherein a check of ~~SYMBOL NUMBER~~ is to be made. Information has come to the Bureau's attention which indicates that further utilization of this source could seriously be jeopardized by overuse. Requests must be limited to the most meritorious cases. There must be a real showing of need for the information as well as the importance of investigative matter at hand. Requests should not be made when other avenues of investigation remain open.

You are reminded that our agreement with the ~~SOURCE DELETED~~ calls for cooperation in national security-type cases, which include deserter and Selective Service matters. As you were previously advised in SAC Letter 64-29 dated June 9, 1964, requests should be limited to the most recent employer unless there are compelling reasons to make a more exhaustive check. Your cooperation in this matter is vital to the continuing availability of this very valuable source.

4-26-66

SAC LETTER 66-25

(E) SUBMISSION OF INFORMATION TO BUREAU BY FIELD OFFICES -- I wish to specifically bring to your attention existing instructions contained in the Manual of Rules and Regulations, Part II, Section 1 C, page 12, concerning the submission of information to the attention of the Bureau.

This provision, among other things, points out, "It is imperative and necessary that the field divisions keep the Bureau fully and promptly advised of all information which involves individuals or situations of such a nature that it is of interest to the SOG at the time or is likely to become a matter of interest in the future. . ."

It is emphasized you should completely familiarize yourself with the provisions of the above rules and regulations as you will be personally held responsible for insuring that any matters pertaining to the operation of your office, coming within the purview of these instructions, are complied with without exception. It should be clearly understood any failure with reference to the above will result in severe administrative action.

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SAC LETTER 66-25

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(F) SURVEILLANCE PHOTOGRAPHY MATTER -- The Bureau has for several years made available to the field an ultra high speed film for surveillance photography in low light level situations such as a dimly lighted street or entry way at night. Originally this was Eastman Kodak Royal-X Recording film which has now been replaced with Eastman Kodak 2475 Recording film. The 2475 Recording film has increased speed in incandescent illumination due to increased sensitivity of this film to red and infrared illumination. If the source of the illumination is incandescent the normal speed rating of the film is ASA 1600 (Tri-X film normally supplied to the field is ASA 400) but if the source of the illumination is fluorescent the rating is ASA 1200. By extending processing time for this film the speed rating may be increased as much as ASA 4000 to ASA 10,000 depending upon the subject matter, light direction, etc. It is recommended under adverse lighting conditions that the meter be set for an index of 4000 and that the film be developed in DK 50 developer at 68 degrees Fahrenheit for eight minutes. This processing of the film will produce maximum film density. Normal processing for this film is five minutes in DK 50 at 68 degrees Fahrenheit. There should be constant agitation during the processing and the film should be handled only in total darkness.

To make use of the maximum potential of the 2475 Recording film the exposure and development must be fitted to the subject type and lighting conditions. Ordinarily this can best be determined through test exposures made at the scene. However, in emergencies, meter readings made with a Gossen Lunasix light meter set as indicated above should provide good indications of necessary camera settings and processing time.

Because of the extreme sensitivity of the 2475 Recording film, it is imperative that the film be loaded into the camera and unloaded from the camera only in total darkness. The 35mm film cassettes should not be removed from the cans in a lighted room prior to loading the film into a camera and should be replaced in the can in the dark at the time the camera is unloaded.

Eastman Kodak's 2475 Recording film is a special order item and is not available through local suppliers. The Laboratory maintains supplies of both 16mm and 35mm sizes and will furnish required amounts on request. If special handling and processing cannot be arranged locally, film may be forwarded to the Laboratory for processing. Furnish details of conditions under

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SAC LETTER 66-25

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which exposures were made if the Laboratory is requested to process the film. Any correspondence concerning problems pertaining to the use of this film or any other surveillance photographic matter should be forwarded to the Bureau marked attention FBI Laboratory.

Very truly yours,

John Edgar Hoover

Director

4-26-66

AC LETTER 66-25

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(D) ~~HIGHLY CONFIDENTIAL SOURCE~~ -- ~~IDENTITY DELETED~~ -- SOURCE

The Bureau must insist that the most careful evaluation be made of cases wherein a check of **SYMBOL NUMBER** is to be made. Information has come to the Bureau's attention which indicates that further utilization of this source could seriously be jeopardized by overuse. Requests must be limited to the most meritorious cases. There must be a real showing of need for the information as well as the importance of investigative matter at hand. Requests should not be made when other avenues of investigation remain open.

You are reminded that our agreement with the **SOURCE DELETED** calls for cooperation in national security-type cases, which include deserter and Selective Service matters. As you were previously advised in SAC Letter 64-29 dated June 9, 1964, requests should be limited to the most recent employer unless there are compelling reasons to make a more exhaustive check. Your cooperation in this matter is vital to the continuing availability of this very valuable source.

4-26-66  
SAC LETTER 66-25

(E) SUBMISSION OF INFORMATION TO BUREAU BY FIELD OFFICES -- I wish to specifically bring to your attention existing instructions contained in the Manual of Rules and Regulations, Part II, Section 1 C, page 12, concerning the submission of information to the attention of the Bureau.

This provision, among other things, points out, "It is imperative and necessary that the field divisions keep the Bureau fully and promptly advised of all information which involves individuals or situations of such a nature that it is of interest to the SOG at the time or is likely to become a matter of interest in the future. . ."

It is emphasized you should completely familiarize yourself with the provisions of the above rules and regulations as you will be personally held responsible for insuring that any matters pertaining to the operation of your office, coming within the purview of these instructions, are complied with without exception. It should be clearly understood any failure with reference to the above will result in severe administrative action.

4-26-66  
SAC LETTER 66-25

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*Originals of excised material*



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

December 27, 1966

In Reply, Please Refer to  
File No.

(A) TRAINING - AGENTS' ANNUAL TECHNICAL TRAINING - 1967 -- Enclosed for each office are five copies of captioned training program.

12/27/66  
SAC LETTER 66-81

(B) FBI LAW ENFORCEMENT BULLETIN -- Response from law enforcement and the public to recent improvements in the Bulletin has been encouraging. Much of the credit belongs to the field offices which have submitted outstanding manuscript suggestions and timely and interesting articles for publication. I know that the Bureau can continue to rely on each of you for maximum efforts in securing exceptional, top-quality material for the Bulletin in 1967.

As in the past, each field office should submit three suggestions for by-line articles for each state in its territory. Follow the guidelines set forth in SAC Letter No. 64-62 (A) dated 12-29-64. The field offices are divided into three groups. Offices in Group 1 should submit their suggestions to reach the Bureau by February 20, 1967; Group 2 by June 20, 1967; and Group 3 by October 20, 1967. Suggest articles on timely and educational topics. When possible, give complete geographical coverage to your area, and consider town, city, county and state enforcement agencies as possible sources. Be alert for outstanding photographs for the front cover of the Bulletin as instructed in SAC Letter No. 65-37 (B) dated 7-6-65. In most instances, good photographs and illustrations greatly enhance the make-up and printing of an article.

12/27/66  
SAC LETTER 66-81

(C) DESTRUCTION OF RECORDS - "CLEANOUT CAMPAIGN" -- Re SAC Letter 66-34 (C) captioned "Biennial Report on Volume of Records - Federal Records Act of 1950."

Department of Justice, in accordance with instructions of President, has designated period of 1-15-67 through 2-28-67 for a "Cleanout Campaign." This is described as concentrated effort over fixed period of time to transfer from office space, or destroy, records not needed on a daily basis in order to save space and filing equipment. President has directed that all departments and agencies conduct such a campaign in order to effect economy.

All offices have previously submitted statistical data on records destroyed for two-year period ending 6-30-66. Each office should, consistent with availability of personnel, attempt to destroy during campaign period as many records as possible for which authority to destroy exists in Manual of Rules and Regulations. In addition, for reporting results of this campaign, efforts should be made to also destroy unnecessary nonrecord material such as obsolete publications, reference books, et cetera.

Following statistics should be reported in cubic feet: (1) single, over-all total of volume of records destroyed during period 7-1-66 through 1-14-67; (2) estimated volume of records on hand at beginning of campaign; (3) estimated volume of records at end of campaign.

Following accomplishments of campaign should be set forth in cubic feet or as indicated: (1) volume of records destroyed; (2) volume of nonrecord material destroyed; (3) number of drawers of file cabinets released for re-use; (4) number of index cabinet drawers released for re-use; (5) number of running feet of open-shelf file space released for re-use; (6) square footage of space recovered.

Referenced SAC Letter contains a table of equivalents for use in determining volume of records requested.

Foregoing data should be submitted to Bureau, under this caption, by 3-8-67 marked for the attention of the Files and Communications Division.

Very truly yours,

John Edgar Hoover

Director

Enc. for (A)

12/27/66

SAC LETTER 66-81

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PERSONAL ATTENTION  
SAC LETTER 67-59

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

October 3, 1967

(A) TRAINING - POLICE - I have been concerned about the mounting crime rate and what law enforcement in the United States can do to reverse this undesirable trend. All of the causes of crime in this generation have not been identified to date, despite tremendous public and private research in this field. Certainly there are some causes of crime, particularly those in the socio-economic area, which law enforcement as a group can do very little about. I feel, however, that since the American police service represents the first line in the war against crime, an over-all increase in law enforcement effectiveness would have an appreciable effect on the crime rate. I believe our field police instructors can provide a noteworthy contribution in this regard by emphasizing the following factors during field police training schools:

1. The effectiveness of police investigative, patrol, and other line functions must be increased. This means not only affording the individual officer adequate training in how to do the job, but also motivating him to the point where he strives for individual excellence in his performance.
2. There must be an improvement in police supervisory and management techniques to enable proper and close supervision of operating personnel. Selection procedures must be strengthened to insure only the best enter the police service and controls such as inspections must be designed to aid in obtaining high productivity and adherence to departmental rules and policies. As you know, the latest management techniques are being given to local law enforcement administrators by field instructors and by management instructors from the Training Division. There must be more emphasis and training in the vital areas of supervision and administration. In scheduling schools for command and administrative personnel, you should not overlook the desirability of using outstanding instructional personnel from business, industry and the educational field. All of our advanced training must be on a highly sophisticated basis.

3. There must be high standards of ethics and integrity prevalent in all ranks of law enforcement. Corruption at any level of a law enforcement agency may completely defeat the attainment of the agency's objectives and goals. We should take advantage of every opportunity in field police training schools to stress the importance of ethics and integrity and, where appropriate, separate lectures should be afforded on these topics.

We are living in a time when the average citizen is becoming more and more concerned about crime and the efficiency of law enforcement. Training is a proven important factor in upgrading the quality of police service. Every police instructor should recognize his responsibility to improve law enforcement effectiveness through his personal efforts.

10/3/67

SAC LETTER 67-59

(B) TRAINING - SPECIALIZED PHOTOGRAPHIC -- The FBI Laboratory, in the near future, will conduct additional specialized photographic schools for the purpose of making available to all headquarters cities an agent trained in specialized photography. Upon justification, such training will also be provided to additional agents in larger headquarters cities as well as other areas where past experience and kinds of work handled indicate potential need for such agents.

You are reminded that specialized photographic training furnished by the Laboratory includes work with long-range lenses, remote-controlled cameras, camera concealments, darkroom procedures as well as nighttime, crime scene, color, document and related photographic problems. Classes are scheduled for two weeks each, conducted at Bureau Headquarters, Washington, D. C., and at the FBI Academy, Quantico, and confined to six agents each in order that equipment and darkroom space for practical work will be available.

Each SAC should re-evaluate his current needs for agents with this training. In this regard, agents trained only in surveillance photography (1963-64 series of schools) should not be considered fully trained in making this evaluation and these agents may be recommended

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SAC LETTER 67-59

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for one of the pending schools provided they otherwise qualify. Keep in mind that properly trained personnel is necessary to effectively operate much of the highly sophisticated photographic equipment and to apply the photographic techniques that are available today. Agent personnel not trained in this specific area cannot adequately handle the non-routine photographic assignments nor recognize the potential of such applications. Also, the effective applications of photography in locating, recording, and retaining all kinds of evidence as an important law enforcement tool take on added importance in the face of the increase in crimes in all categories and in view of the increased limitations placed by the courts on the use of certain kinds of evidence.

Each SAC should recommend only agents qualified and available to receive this specialized training. Set forth basic qualifications for agents named including prior experience or work in basic photography, aptitude, interest and potential future tenure in the Bureau's service. Any office that does not have an agent qualified to receive the training described herein but has a need for such an agent, should set forth this fact. If agents are available with outstanding qualifications for this training but are not needed for this specific purpose in their respective offices, these should also be named so that consideration can be given to providing them with such training in light of the Bureau's continuing overall needs in this field.

All offices should furnish the Bureau attention FBI Laboratory by October 23, 1967, (1) a statement of evaluation of the current needs for agents trained in specialized photography, including number of additional agents needed or adequacy of present coverage, and (2) the names and qualifications of agents recommended to receive this training.

10/3/67  
SAC LETTER 67-59

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(C) VETERANS ADMINISTRATION MATTERS -- The Veterans' Pension and Readjustment Assistance Act of 1967 became Public Law 90-77 on August 31, 1967, and provided increased allowances and certain additional benefits for veterans who had served in the military services for ninety days or more beginning August 5, 1964. These provisions are to become effective October 1, 1967. This law deals mostly with increased allowances for disability compensation, pension payments, and educational allowances for veterans of the military services since the beginning of the Vietnam Era. It extends the eligibility period for World War II veterans relative to obtaining Veterans Administration guaranteed home loans to July 25, 1970.

It also provides new training benefits for veterans. Eligible veterans will be able to take flight training, on-the-farm training in conjunction with farming courses at approved educational institutions, and on-the-job training through approved apprenticeship or training programs. Veterans taking advantage of these benefits will receive allowances from the Veterans Administration for up to thirty-six months of training.

Since these increased allowances and new benefits expand the areas of possible fraud, you should insure that your liaison with the regional offices of the Veterans Administration is such that violations involving false statements and false claims by veterans, employers or educational institutions relative to these allowances and benefits are promptly referred to your office. Such violations will continue to be prosecuted under the false claim and false statement statutes, Sections 287 and 1001, Title 18, United States Code, respectively.

In the future, cases in this classification are to be carried under the single character Veterans Administration Matters, inasmuch as a dual character to indicate the act under which the cases arose no longer serves any useful administrative purpose to the Veterans Administration or to the Bureau.

The above will be incorporated in a revision of the Veterans Administration Matters sections of the FBI Handbook and Manual of Instructions which are being prepared.

10/3/67  
SAC LETTER 67-59

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(D) CRIMINAL INVESTIGATIONS - ACCOMPLISHMENTS -- Increased investigative responsibilities dictate that our accomplishments show a comparable gain. Fiscal Year 1967 yielded an all-time high of 13,032 convictions resulting from our investigative efforts. The many obstacles confronting us, such as crowded court conditions, shortages of judges and prosecuting attorneys, require us to take every logical step to insure our accomplishments are depicted in the most favorable form.

Toward this end, the Bureau solicited the observations of field offices which had contributed substantial conviction gains during Fiscal Year 1967 in order to analyze the results and determine what steps, programs and procedures were utilized by them to achieve their success. Upon review of the replies received, the general underlying theme was that each of these offices immediately recognized cases with prosecutive potential and followed these cases aggressively up through the prosecutive stage. In addition, these offices felt that the results obtained were due to a large extent to the excellent liaison and close rapport they had maintained with the United States Attorneys and their staffs.

There follows a summary of some of the methods utilized by these offices during Fiscal Year 1967 which may merit your consideration and appraisal within your own field office as a means to obtain greater accomplishments:

1. Extensive use of police training programs to educate local police officers as to our investigative jurisdiction. These schools were also used as a means of restoring the confidence of local police through legal matter courses so that they are familiar with the legality of arrests and searches, thereby insuring the acceptance of these local procedures should the case be tried in Federal Court.
2. A revitalized criminal informant program which not only creates more cases within our jurisdiction, but furnishes information which will give proper direction to those cases under investigation.
3. Assurances by the Special Agent in Charge that he will supply "stop-gap" manpower to certain Resident Agencies when they become involved in time-consuming prosecutable cases.

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SAC LETTER 67-59

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4. Creating a "score card" system within the field office which is made available to all Agents so that a competitive spirit is aroused.

5. Proper indoctrination and training to insure that Agents presenting cases to United States Attorneys are fully armed with all the vital facts and that these presentations are carried out with the Bureau's best interest in mind. In this regard, some offices have successfully utilized selected personnel to handle all presentations.

6. In some instances, these offices noted that Assistant United States Attorneys either through timidity or lack of experience do not render prosecutive opinions. In such situations, these offices suggested to the United States Attorney that he present the facts to a grand jury if one is sitting in the immediate future, thereby precluding him from having to make a decision in the matter.

7. Making certain that Special Agents are specifically assigned liaison with sources of cases and insuring that regular contact is made so that matters within our jurisdiction are promptly referred and investigation immediately instituted where cases have prosecutable potential.

The above data is being furnished for your information and guidance and these observations should be borne in mind by you and your supervisory staff. I cannot overemphasize the absolute necessity for each office to contribute equitably to the Bureau's accomplishments and you will be held personally accountable for this important phase of the operations of your office.

10/3/67  
SAC LETTER 67-59

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(E) MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENTS OF JUSTICE AND DEFENSE RELATIVE TO THE PROSECUTION OF MILITARY OFFENDERS - THEFT OF GOVERNMENT PROPERTY - CRIME ON GOVERNMENT RESERVATION -- SAC Letters 63-10 (C) dated 2-26-63, 62-1 (F) dated 1-2-62, and 60-57 (H) dated 12-13-60, emphasized the need to adhere to the provisions of the Memorandum of Understanding (MU) and to be certain that the military did not encroach on our jurisdiction in regard to investigation of military subjects particularly in Theft of Government Property (TGP) cases.

A number of recent incidents indicate a need to once again emphasize that the spirit and letter of the MU clearly give the FBI primary investigative jurisdiction in all but minor TGP and related violations whether involving civilian or military offenders or both. The MU specifically requires the military to advise the FBI of TGP and related violations involving military subjects. However, the MU also permits the military to investigate such matters unless the military receives prompt advice that the FBI will undertake the investigation.

When the case is one that the FBI should investigate, you should promptly advise the military that the FBI will assume investigative jurisdiction. There should be no need to consult the United States Attorney in each and every instance before accepting jurisdiction from the military as the MU specifically states, "...decisions with respect to the application in particular cases of the provisions of the Memorandum of Understanding will be made...between...the local office of the FBI and the local Military Commander." You should, of course, maintain close liaison with the United States Attorney and consult with him in particular cases when such action is desirable. Note, however, that in some instances, for example, embezzlements of Government property, the seriousness of the violation may not be known at the outset and any discussion with the United States Attorney prior to investigation may be premature.

While you should continue to be alert for deviations from the MU by the military, you should also be alert to the necessity of taking positive action when a United States Attorney or one of his assistants renders an opinion not in accord with the MU. You should, of course,

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SAC LETTER 67-59

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make every effort to resolve these matters on a local level. Recently two offices that received an opinion from an Assistant United States Attorney which was contrary to the spirit and letter of the MU arranged a conference with the United States Attorney and appropriate members of his staff. In both instances, the United States Attorneys agreed that their offices had not handled the matter properly and promised full compliance with the MU in the future.

The MU was designed to give general guidelines in areas where the Departments of Defense and Justice have concurrent investigative and prosecutive jurisdiction and each case is to be decided on its own merits within these guidelines. However, if a military offender is involved in a serious theft of Government property or similar violation, there is no doubt but that primary investigative jurisdiction is with the FBI. It should be a rare case with exceptional circumstances before this jurisdiction is turned over to the military.

During recent years, there has been a substantial increase in Government spending both at home and abroad. Agencies such as the General Services Administration (GSA) and the Defense Supply Agency (DSA) are custodians of millions of dollars worth of Government property. Some recent FBI investigations have shown that large-scale theft rings are operating at various Government supply facilities and not infrequently the victimized agency is unable to state how much or what kind of property is missing. This and related problems are currently being discussed with GSA and the Department of Defense at the Headquarters level. The Bureau desires to know of any instances where inadequate record keeping or ineffective inventory procedures are hampering the investigations of these cases.

Each office should reappraise its investigative program in the TGP field to assure that liaison and informant coverage are effective and that violations are being thoroughly investigated.

The above should be brought to the attention of appropriate personnel.

10/3/67  
SAC LETTER 67-59

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(F) CRIMINAL INFORMANTS - TOP ECHELON CRIMINAL INFORMANT PROGRAM -- Information has recently been received indicating a former target for development in the Top Echelon Criminal Informant Program has been providing information regarding crime conditions to a writer who is preparing a magazine article. Prior to the receipt of this data, contacts with him were discontinued when it was ascertained that he had breached his confidential relationship with the Bureau.

This serves to emphasize the urgent need for all Special Agents to exercise the utmost care and discretion in attempting to develop informants. You are reminded that all interviews with potential informants must be handled in a circumspect manner which will preclude the possibility of embarrassment to the Bureau.

These instructions in no way lessen your responsibility to insure your office has a continuous and well-planned program to broaden your informant coverage. To enable the Bureau to meet its heavy commitments, the development of additional informants is mandatory.

Your efforts to expand informant coverage must be characterized by good judgment on the part of all Special Agents.

These instructions should be brought to the attention of appropriate personnel.

(Security Letter on attached page)

10/3/67  
SAC LETTER 67-59

- 9 -

(G) INTERVIEWS WITH POTENTIAL WITNESSES IN SEDITION CASES --

The Department has requested that all Agents who may have occasion to interview potential witnesses in matters involving violations of the sedition statutes be instructed not to ask persons being interviewed whether they recall any remarks of a subject which they believe may be construed as counseling draft evasion or obstructing the recruiting service of the military. The Department indicated that this request was being made to eliminate insofar as possible having the opinions and conclusions of potential witnesses appear on the Interview Report Form (FD-302) which might eventually be introduced in court.

You should bring the foregoing to the attention of all Special Agent personnel in your division and instruct them to comply with the Department's request. However, if an individual being interviewed volunteers an opinion or conclusion or offers any information which would be favorable to a defendant, this information, as well as unfavorable information developed, should be recorded on the Interview Report Form in accordance with existing Bureau policy. Such information should be clearly set forth in the Interview Report Form as an opinion or conclusion voluntarily offered by the person being interviewed.

Very truly yours,

John Edgar Hoover

Director

10/3/67

SAC LETTER 67-59

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

April 23, 1968

(A) BIENNIAL REPORT ON VOLUME OF RECORDS - FEDERAL RECORDS ACT OF 1950 -- Re SAC Letters 66-34 (C) and 66-81 (C).

In accordance with the Federal Records Act of 1950, the Bureau is required to furnish on a biennial basis each even-numbered year a statistical summary of its records holdings to the Department of Justice for submission to the National Archives and Records Service of the General Services Administration.

In order for the Bureau to compile this summary, each office and Seat of Government division must furnish the following statistics in the order set forth below:

- (1) Volume of records in cubic feet on hand as of 7-1-66;
- (2) Volume of records in cubic feet on hand as of 6-30-68;
- (3) Volume of records in cubic feet disposed of during the two-year period 7-1-66 to 6-30-68.

These figures should include the space reacquired as a result of conversion to shelf filing as well as space reacquired by destruction of record material. All records must be taken into consideration. Examples of nonrecord material which need not be considered are preliminary work sheets, ticklers, reference books, etc.

During the period 1-15-67 to 2-28-67, all offices and divisions at the Seat of Government participated in a "Cleanout Campaign" as described in SAC Letter 66-81 (C). During that campaign, volume of both "record" and "nonrecord" material destroyed was set forth; however, only the volume of "record" material destroyed during that campaign should be included in the statistical summary to be submitted.

Desired statistics should be furnished to Bureau, attention Records Branch, no later than 7-5-68. It is not necessary to wait until the close of the fiscal year to make the above computations.

For your assistance, a table of equivalents is being set forth for your use in determining the volume of records requested above:

Letter-sized filing cabinets (full but workable)	1 1/2 cu. ft. per drawer
Legal-sized filing cabinets (full but workable)	2 cu. ft. per drawer
Tabulating cards	10,000 per cu. ft.
3X5 Filing case (full but workable)	1/10 cu. ft. per 12-inch drawer
4X6 Filing case (full but workable)	1/6 cu. ft. per 12-inch drawer
5X8 Filing case (full but workable)	1/4 cu. ft. per 12-inch drawer
All other equipment, including shelf and rotor filing equipment	Cubic measurements of inside of container

4/23/68

SAC LETTER 68-24

(B) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after April 4, 1968.

All employees of your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

4/23/68

SAC LETTER 68-24

- 2 -

(C) SURVEILLANCE PHOTOGRAPHY - MOTORIZED SEQUENCE CAMERA APPLICATIONS -- Your attention is directed to some recent practical applications of remote motor-activated sequence cameras. Several varieties of cameras of this type are available. The Beseler Topcon 35mm camera, one of the Bureau's basic cameras, can be operated as a remote sequence camera when used with an available electric motor accessory. The Beattie-Coleman 35mm camera is also available. This camera is built specifically for such use and is available with a sound-proof jacket which provides for secure installations.

One office was recently successful in obtaining photographs of approaching automobiles along a busy highway at speeds as high as 70 miles per hour with sufficient definition to clearly read license plates. Even though the photography was conducted from a moving vehicle, it had to be done discreetly due to the nature of the case. To accomplish this photography, a Beseler Topcon 35mm camera with a motor attached was mounted in front of the radiator back of the front grill of the vehicle with a remote operating cable wired to the passenger's side of the dash. For this photography, the camera was equipped with a 58mm f2.8 Topcon lens set at a focusing distance of 30 feet and Eastman Kodak Tri-X film was used at a shutter speed at 1/1000th of a second. The lens diaphragm opening (f-stop) was set appropriate to the light available based on exposure meter readings.

Camera installations such as that described above could also be used to obtain identifiable photographs of individuals along a street under certain circumstances and might be particularly useful for discreetly photographing a subject at night in the headlights of a vehicle.

In another application, the Topcon camera with motor was used through an altered back-up light lens of an automobile. In this application, the camera was operated by an Agent in the trunk of the automobile. This general technique has been used previously; however, the motor attached to the camera enabled the operator to make a larger number of exposures within a short period of time and also allowed more time for observations since less time had to be devoted to the mechanics of operating the camera.

4/23/68

SAC LETTER 68-24

- 3 -

A Beattie-Coleman camera was used recently concealed within a filing storage case to obtain up-to-date photographs of all attendees at a convention of the Young Socialist Alliance. In this application, with the hotel's cooperation, the filing storage case containing the camera was strategically placed back of the registration desk and remotely operated by Agents positioned at another point out of view. Excellent photographs were obtained of all participants even though the hotel lobby lighting was poor.

Motorized sequence cameras have in the past also been installed to photograph subjects involved in thefts of government property, thefts from interstate shipments, et cetera. Such cameras, suitably concealed and disguised can be activated by appropriate switches placed in doorways, activated by removal of items stolen, et cetera.

In requesting Laboratory assistance in the applications of motorized sequence cameras similar to those described herein, full details resulting from a survey of the area where the photography is to be conducted should be furnished the FBI Laboratory. Agents who have completed the FBI Laboratory's Specialized Photographic Training available in most offices are familiar with these potential applications and are best equipped to make surveys in the field preparatory to furnishing required information to the Laboratory. On receipt of justified field requests and adequate preliminary information, appropriate equipment, including concealments when required, will be assembled and prepared in the Laboratory suitable to each potential application. This equipment, concealments, et cetera will be furnished with instructions and suggestions for installation and use. If required and justified, Laboratory personnel will proceed to the site of applications to assist in surveys and with installations.

Very truly yours,

John Edgar Hoover

Director

Enc. for (B)

4/23/68

SAC LETTER 68-24

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PERSONAL ATTENTION  
SAC LETTER 69-19

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 18, 1969

In Reply, Please Refer to  
File No.

(A) TRAINING - SPECIALIZED PHOTOGRAPHIC -- Refer to SAC Letter 67-59.

The FBI Laboratory has provided training described in referenced SAC Letter to more than one hundred Agents. Objective has been to provide one such trained Agent for every headquarters city and additional trained Agents for larger headquarters cities as well as for the larger and/or remote resident agencies where justified.

Each SAC should at this time re-evaluate his needs for Agents with this specialized training. To fulfill any needs, recommend for attendance at a future school Agents qualified and available to receive this specialized training. Set forth basic qualifications for Agents named including prior experience or work in basic photography, aptitude, interest and potential tenure in the Bureau's service. Keep in mind the Bureau's desire to have available at strategic locations adequate personnel qualified in this important technical field. Also, consider the continuing needs for Agents with this training by naming any Agents uniquely qualified to receive such training, even though not currently needed in their respective offices.

All-offices should furnish the Bureau, attention FBI Laboratory, by April 11, 1969, (1) an evaluation of the current need for Agents trained in specialized photography, including adequacy of present coverage, and (2) the names of Agents qualified to receive this training.

3/18/69

SAC LETTER 69-19

(B) CLOSING OF THE OFFICE OF THE LEGAL ATTACHE, SANTO DOMINGO, DOMINICAN REPUBLIC -- The Office of the Legal Attache, Santo Domingo, is being closed effective immediately. Henceforth, essential leads requiring coverage in Santo Domingo will be handled by the San Juan Office as the need arises. Therefore, leads requiring action in the Dominican Republic should be directed in the future to the San Juan Office for handling.

(C) MATTERS REFERRED FOR PROSECUTION BY UNITED STATES ATTORNEYS (FORM FD-387) - AUTOMOBILE RECOVERIES (FORM FD-410) -- For a trial period beginning April 1, 1969, Form FD-387 will not be utilized to record cases referred or sentences received in local or military courts concerning these referrals.

It is desired, however, that each office maintain an accurate record of the total number of cases referred by month. It will not be necessary to break these down by classification nor is it desired that you determine disposition in local or military courts. It is suggested that the necessary record can be easily maintained by opening a subfile and directing thereto a copy of each communication in which the United States Attorney's opinion is confirmed. Such communications can be totaled at the end of each month so that a continuing record is available.

On July 1, 1969, each office should submit a communication to the Bureau, attention Voucher-Statistical Section, captioned "Matters Referred for Prosecution by United States Attorneys," setting forth the number of referrals for April, May and June, 1969. On October 1, 1969, a similar communication should be submitted for the months of July, August and September, 1969.

Effective April 1, 1969, Form FD-410 should be utilized in reporting all stolen motor vehicle recoveries.

Very truly yours,

John Edgar Hoover

Director

3/18/69

SAC LETTER 69-19

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PERSONAL ATTENTION  
SAC LETTER 69-21



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

April 1, 1969

(A) THE INVESTIGATOR -- The Investigator, as our employee magazine, is primarily for and about all Bureau employees. The best means of creating and maintaining their interest is by insuring that the material published involves and covers as many offices and employees as possible. This is the reason each Field Office is required to have an Associate Editor who is responsible for seeing that his division is well represented. Some offices have an excellent record year after year. Others can do better with a little more effort. I want each SAC to encourage all employees of his division to fully cooperate with their Associate Editor so that The Investigator may reflect the activities and interests of as many employees and offices as possible.

(B) CRIMINAL INFORMANT PROGRAM -- It is incumbent upon each SAC to insure that all letters to the Bureau requesting authority to make payments to criminal informants clearly reflect the value of information or service received that will fully justify any payments.

Recently, the Bureau has noted too many instances where the value of informant's information has not been adequately set forth causing additional correspondence between the Bureau and the field.

You must closely examine all future requests emanating from your office to insure that adequate justification is provided the Bureau in each and every instance.

4/1/69  
SAC LETTER 69-21

(C) CRIME ABOARD AIRCRAFT - CARRYING CONCEALED DEADLY OR DANGEROUS WEAPONS -- Based on information recently furnished indicating certain individuals connected with extremist militant groups might transport dynamite or other explosive-type material aboard aircraft it was necessary to request that the Department further define "deadly or dangerous weapon" as it appears in Title 49, U. S. Code, Section 1472 (1).

The Department has taken the position that concealed dynamite or other explosive-type material can be termed a concealed deadly or dangerous weapon under this Section of the Statute. You should be guided accordingly in your future presentations to the office of the U. S. Attorney.

4/1/69  
SAC LETTER 69-21

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(D) WIRETAPPING AND EAVESDROPPING - INTERCEPTION OF COMMUNICATIONS -- Under separate cover you will receive five (5) copies of Memo No. 613, dated March 12, 1969, from the Department to all U. S. Attorneys re "Interception of Communications." The instructions contained in that memorandum are for your immediate guidance in all wiretapping and eavesdropping matters based on Title III of the Omnibus Crime Control and Safe Streets Act of 1968, codified as Title 18, U. S. Code, Sections 2510 to 2520, inclusive.

The referenced memorandum comprises a part-by-part explanation of Title III and the statement of certain policies which will be followed in the enforcement of that statute. You and your supervisory personnel must understand the law and follow the policies here established.

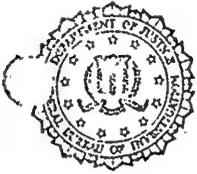
Your attention is drawn in particular to several points. First, you must be conversant with the several types of conduct prohibited by the statute. These prohibitions not only reveal the nature of the violations concerning which you will receive complaints and make investigations; they also mark the perimeter of permissible conduct for the investigative personnel of your office. Second, you must follow the policies set out in the memorandum for various stages of each case, such as initiation of the case, investigation, and forfeiture of contraband. Third, you should be constantly aware of the exceptions to the general prohibitions against interception of communications. For example, nothing in the statute prohibits a law enforcement officer from picking up an extension telephone and listening to a telephone conversation, with the consent of one party to that conversation, and then testifying to what he heard. Another exception allows law enforcement officers to intercept by court order.

Your constant awareness of the exceptions is necessary to the effective discharge of the Bureau's responsibilities in other areas of our jurisdiction. It is through these exceptions, properly used, that important evidence may be obtained. You must be alert to possibilities for their use and suggest these to the Bureau both in the individual case and in general. You must not make any use of forbidden interception devices, however, without specific and prior Bureau approval in the individual case.

Very truly yours,  
John Edgar Hoover  
Director

4/1/69  
SAC LETTER 69-21

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

May 5, 1970

(A) PHOTOGRAPHIC MATTERS -- COLOR PHOTOGRAPHY -- SAC Letter 65-24(A), dated April 27, 1965, pointed out that the Bureau did not contemplate authorizing any field office to set up color photographic laboratories. This policy is still in effect and requests for these facilities will not be approved. Direct requests for color processing and printing to Photographic Unit of Mechanical Section. If a situation exists where it is impractical to submit film to Bureau, work may be done locally through contract photographers or processing firms.

Use color film where there are definite evidentiary or investigative advantages. Avoid repeated exposures of same scene as this creates needless work. Curtail use of Kodachrome film as Bureau cannot process it and if received, it is sent out to be processed. When returned, a negative must be prepared which causes delay, increases cost, and loses some quality. If slides are needed, use Ektachrome film and forward to Bureau for processing.

Do not use Polaroid film when negative-producing film should be used. Restrict use of Polaroid film to situations which, due to time element, do not permit normal procedures. To obtain additional prints of Polaroid photographs, a negative must be made and detail is lost. When color Polaroid film is used, a color shift is noted which prevents true colors from being reproduced.

Be sure cut sheet film is properly seated in holders and inserted so emulsion side is facing correct way. Bureau has often found film is reversed, not seated properly, and misidentified as to color when it is black and white or vice versa.

Discuss above matters with pertinent personnel.

(Security Letters on attached pages.)

(B) SOVIET INTELLIGENCE INVESTIGATIONS - INTERNAL SECURITY - RUSSIA -- To effect more efficient utilization of manpower assigned to these investigations, certain existing programs are being curtailed. Programs are identified below with current and revised criteria set forth. New criteria are effective immediately. Pending investigations in these areas should be immediately reviewed, cases not meeting revised criteria closed and Bureau advised under individual caption. Changes apply only to Soviet investigations. Revisions of indicated sections of Manual of Instructions (MOI) will be issued.

(1) Visitors to Russia (Section 105G, MOI)

Current provisions require cases to be opened on a selective basis in instances where U. S. citizens or resident aliens in U. S. travel to Soviet Union.

Henceforth, investigation should be initiated only in those cases in which an allegation is present indicating some degree of interest in subject by Soviet Intelligence Services (SIS) or other unusual circumstances exist which imply a direct FBI interest. Examples of such circumstances are: hostage situation exists; subject is former Soviet national; subject is known to be pro-Soviet or has close personal ties to Soviet Union; or previous information indicates significant contacts between subject and Soviet officials and/or nationals. Advise Bureau when investigation is opened.

(2) Nonofficial Soviet Visitors to U. S. (Section 105E, MOI)

Current provisions require cases be opened on a nonofficial Soviet visitor (B-2 type visa) only if between the ages of 17 and 60 and resident of USSR within two years preceding entry into U. S.

Henceforth, no cases of this type will be opened except where review of Bureau or field office files indicates that visitor is affiliated with Soviet intelligence or that the individual to whom Soviet is destined is so sensitively employed as to be a logical target of Soviet intelligence.

5/5/70

SAC LETTER 70-25

- 2 -

In addition, Immigration and Naturalization Service I-94 forms recording the arrival and departure of such visitors are no longer to be obtained and furnished to Bureau and interested field offices.

(3) Soviet Participants in East-West Exchange Program (Section 105K, MOI)

Current provisions require cases be opened on all Soviet tourist and exchange groups and all individual Soviet participants in the exchange program and investigation conducted depending on intelligence significance and length of stay in U. S.

Henceforth, no investigations will be conducted of either groups or individuals regardless of their length of stay in any one area in the absence of any information indicating affiliation with Soviet intelligence.

Bureau files will continue to be checked concerning Soviet participants and where information is developed concerning intelligence affiliation; appropriate instructions will be issued to the field.

In the absence of significant intelligence data, copies of Department of State telegrams will be furnished to interested field offices for informative purposes only and no inquiry should be initiated upon receipt thereof. The names of the Soviet participants should be indexed by the offices to which destined and the forms filed in a suitable control file.

These revised instructions also apply to Soviet commercial visitors previously handled as exchange groups; they do not apply to Soviet students in the U. S. under the East-West Exchange Program.

5/5/70  
SAC LETTER 70-25

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(C) TRAVEL TO CUBA MATTERS - CUBAN REFUGEE MATTERS - INVESTIGATION TO DETECT INTELLIGENCE AGENTS AMONG CUBAN REFUGEES -- Re Sections 105 G and 105 GG, Manual of Instructions, concerning travelers to Cuba and Cuban refugees. Immediately discontinue these investigations. Offices and Legal Attaches furnish data re travelers to Cuba to Bureau for indexing and, where appropriate, in form for dissemination. Where traveler's address known designate information copy to office covering residence. Miami maintain liaison with agencies handling refugees to assure allegations of intelligence or subversive activity are immediately brought to our attention. Close pending cases except where allegations of intelligence and/or subversive activity, or some unusual circumstances exist. Each office furnish under caption "Travel to Cuba Matters" names and Bureau file numbers of cases closed and those retained in pending status. Submit similar communication re Cuban Refugee Matters.

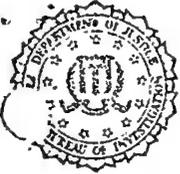
Very truly yours,

John Edgar Hoover

Director

5/5/70

SAC LETTER 70-25



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

November 24, 1970

(A) TITLE III - OMNIBUS CRIME CONTROL AND SAFE STREETS, ACT - The Department has furnished a memorandum supplementing the Manual for Conduct of Electronic Surveillance and the Agent's Manual for Conduct of Electronic Surveillance under Title III of Public Law 90-351. The memorandum is an outline of the duties and responsibilities of attorneys and agency personnel involved in the conduct of Title III court-authorized interceptions. The Department advised that this outline supplements and reemphasizes material already contained in the Department's Manuals for Conduct of Electronic Surveillance and that these procedures must be followed with regard to every court-ordered interception, no matter in which Agency of the Government or Division of the Department of Justice it originates.

Enclosed for each office are five copies of the Department's memorandum captioned "Duties and Responsibilities of Attorneys and Agency Personnel Involved in the Conduct of Title III Court Authorized Interceptions." Advise all appropriate investigative personnel.

11/24/70  
SAC LETTER 70-66

(B) MOTOR VEHICLE OPERATOR REGULATIONS - PHYSICAL PROGRAM -- Effective immediately, each FBI employee issued a standard U. S. Government motor vehicle operator's identification card must undergo a physical examination at the U. S. Government medical facility utilized. The examination should be afforded initially when the employee is certified and annually thereafter for as long as he is issued a card. Each Seat of Government Division Head and Special Agent in Charge should apply these instructions immediately, making sure that those already issued a card who have not up to now been in a category to be afforded an annual physical examination at a U. S. Government medical facility are scheduled for same. Manual revisions being prepared.

(C) TRAINING - LEGAL INSTRUCTORS --

The following significant decisions reported in October, 1970, should be read by all Legal Instructors: U. S. v. Manarite, 314 F. Supp. 607 (1970) (S. D., N. Y.) (decision very favorable to FBI Agents on scope of search of premises incidental to arrest therein); U. S. v. Bradley, 428 F2d 1013 (1970) (5th Cir.) (search warrants must be executed "forthwith." Any unnecessary delay within the ten-day limit may make the search unreasonable); U. S. v. Gunn, 428 F2d 1057 (1970) (5th Cir.) (inspection of motor vehicle tires, limited to obtaining serial numbers, by officers entitled to be on the premises where vehicle was located, and done without damage to property, is not a search); U. S. v. Fragus, 428 F2d 1211 (1970) (5th Cir.) (the arrest of a panderer of gross smut may be effected under ordinary criminal processes without a prior judicial determination of obscenity of materials he peddles); U. S. v. Commissiong, 429 F2d 834 (1970) (2nd Cir.) (to establish the probable cause reliability of a confidential informant from prior experience it is not necessary to show that his earlier information led to convictions; only that it was found to be accurate and reliable); U. S. v. Croft, 429 F2d 884 (1970) (10th Cir.) (there is no constitutional requirement that stopping of motor vehicle for driver's license check be done as a command decision rather than on initiative of single patrolman); U. S. v. Berkowitz, 429 F2d 921 (1970) (1st Cir.) (decision approves the investigative techniques used by FBI Agents in theft from interstate shipment case); U. S. ex rel. Kislin v. New Jersey, 429 F2d 950 (1970) (3rd Cir.) (decision is instructive on preparing affidavits for search warrants and arrest warrants); Russell v. U. S., 429 F2d 237 (1970) (5th Cir.) (officer testifying as government witness should not volunteer information casting doubt on character and reputation of defendant); U. S. v. Rudy, 429 F2d 993 (1970) (9th Cir.) (arrested kidnap suspect held in contempt of court for refusal to give handwriting samples to FBI on court order); Hudson v. U. S., 429 F2d 1311 (1970) (5th Cir.) (tape recording of telephone conversation, made by government with consent of one party thereto, is admissible in evidence).

11/24/70

SAC LETTER 70-66

- 2 -

(D) MONTHLY ADMINISTRATIVE REPORT, -- Effective with the Monthly Administrative Report submitted for November, 1970, the informant classifications should be listed under the following major work categories:

<u>Category</u>	<u>Classification</u>	<u>Character</u>
Criminal	137	criminal informants
Security	134	security informants
Security	170	racial informants

Appropriate manual changes are being prepared.

11/24/70

SAC LETTER 70-66

(E) INVESTIGATION AND PROSECUTION OF CRIMES AGAINST THE PERSON -- On several recent occasions the Bureau has noted individual field offices taking steps to initiate prosecutive action in crimes against the person such as extortion, kidnaping, crime on a Government reservation, assault, rape, et cetera, based solely on a statement furnished by the victim. While it is imperative that a prosecutive decision be sought as early as possible during the investigation, care should be exercised so that such discussions with the U. S. Attorney (USA) do not result in prematurely obtaining process.

Accordingly, if a victim reports a crime against his person within FBI jurisdiction, immediate investigation should be initiated to corroborate through evidence the allegations made by the victim. In many instances, investigation may show a relationship between the subject and victim. This may have a definite bearing upon the prosecutive decision of the USA. Thorough investigation of all such complaints at the outset will oftentimes save unnecessary investigative time and effort.

These instructions are not to be interpreted as suggesting you delay in conferring with USA when such action is obviously required.

Enclosures for (A)

Very truly yours,  
John Edgar Hoover

Director

11/24/70

SAC LETTER 70-66

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ENCL TO  
SACL 70-66 (A)  
11-2470

Duties and Responsibilities of Attorneys and Agency  
Personnel Involved in the Conduct of Title III Court  
Authorized Interceptions

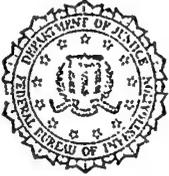
- A. The originating agency must consult with an attorney from the Department of Justice or from a United States Attorney's Office in connection with the preparation of the request for authorization of the interception. This attorney is charged with overall supervision of the preparation of the request for authorization and the conduct of the interception.
- B. The supervising attorney must personally inform all agents involved in the conduct of the intercept, both supervisory agents and those physically operating the equipment of the following:
  1. The text of the court order authorizing the intercept. Particular emphasis should be given to those parts of the order describing:
    - (a) the type of communication sought to be intercepted;
    - (b) the particular offense to which it relates;
    - (c) the requirements of the statute that the interceptions be conducted in such a way as to minimize the interception of communications not otherwise subject to interception (i.e., communications which are completely unrelated to any criminal activity);

and (d) the requirement that the interception must be terminated upon attainment of the authorized objective.

2. The duties and responsibilities of the agents. See The Manual for Conduct of Electronic Surveillance (pp. 27-47 and 52-53) and (C) and (D), infra.
- C. Supervisory agents are charged with the responsibility of conducting the interception in compliance with all instructions of the court and the supervising attorney. In particular, the supervisory agent must:
1. Ensure that the intercepting device is installed as soon as practicable after the court order is obtained.
  2. Notify the supervising attorney immediately in the event conversations between an attorney and his client concerning a pending criminal case are intercepted. See (D) 2, infra.
  3. Notify the supervising attorney as soon as practicable of all privileged communications intercepted. See (D) 1 and 2, infra.
  4. Prepare and submit a daily written memorandum to the supervising attorney. This memorandum must contain the following information: (a) whether any or all of the conversations expected to be overheard were intercepted; (b) whether these conversations were recorded, and if not, an explanation thereof; (c) whether conversations disclosing evidence of other crimes were intercepted; (d) whether the authorized interception has achieved its purpose and been terminated, and if not, a summary of the conversations intercepted sufficiently detailed to enable the supervising attorney to judge whether the objective has been accomplished.

5. Ensure the integrity and admissibility of the recordings by following the procedures detailed in the Manual for Conduct of Electronic Surveillance, p. 28, et seq.
  6. Ensure proper termination of the interception either on the day specified in the court order or when the objective of the interception has been accomplished, whichever comes first. If during the course of the interception the supervisory agent determines that the communications expected to be overheard are intercepted and recorded, the supervisory agent must immediately terminate the interception and inform the supervising attorney. Only upon the express authorization of the supervising attorney is the interception to be resumed once it is so terminated.
- D. The monitoring agents are charged with initial responsibility in the following circumstances:
1. In the event conversations between individuals in the relationship of husband-wife, clergyman-patient, and physician-patient are intercepted, the agent must notify the supervisory agent as soon as practicable.
  2. In the event conversations between individuals in the relationship of attorney-client are intercepted: (a) if the conversation concerns a pending criminal case (the client under indictment), the agent must immediately shut off the recording device, remove the earphones, note such in the logs (identifying the parties intercepted), and notify the supervisory agent; or (b) if the conversation relates to matters other than a pending criminal case, proceed as in (D) 1, supra.
  3. In the event conversations relating to crimes other than those specified in the court order are intercepted, the agent must notify the supervisory agent as soon as practicable.

4. If the court order authorizes the interception of specific individuals' telephone calls from a public booth, the agent may intercept and record only those pertinent conversations of the specified subjects. When other persons are using the phone the recording device must be shut off and the earphones must be removed.
  
5. In the event the communications expected to be overheard are intercepted and recorded, the agent must immediately request instructions from the supervisory agent as to whether to terminate the interception.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

February 16, 1971

(A) FEDERAL MAGISTRATES ACT & FEDERAL RULES OF CRIMINAL PROCEDURE - TRIAL OF MINOR AND PETTY OFFENSES -- Your Legal Instructor should immediately make certain that all investigative personnel in your office are aware that the Supreme Court has approved new rules of criminal procedure allowing for the trial of minor offenses and petty offenses before United States Magistrates. It is hoped that the handling of such offenses by the magistrates will help solve the present problem of clogging the Federal trial courts with criminal cases. The new rules are printed in the February 3, 1971, issue of "The Criminal Law Reporter," available in your office.

2/16/71

SAC LETTER 71-7

(B) CLASSIFICATION OF NATIONAL DEFENSE INFORMATION - EXECUTIVE ORDER 10501 -- Transmitted under separate cover to each field office, each Legal Attache, and each appropriate division at the Seat of Government is one copy of a Department of Justice pamphlet entitled "Regulations Relating to the Protection of Defense Information under Executive Order No. 10501 as Amended, 1970." This pamphlet is the latest edition of the pamphlet issued on the same subject in October, 1962.

The present revision was issued because additional copies of the regulations were necessary, and because two additional executive orders, shown as the last two on the list appearing just inside the cover of the new pamphlet, have brought additional agencies into the defense classification system. We have been assured by the security officer of the Department of Justice, and by our own review of both pamphlets, that the rules on classification, declassification, et cetera have not been changed. For that reason you may retain, if necessary, your copy of the October, 1962 pamphlet as an extra copy of the rules.

2/16/71

SAC LETTER 71-7

(C) FALSE STATEMENTS TO BUREAU AGENTS & FRAUD AGAINST THE GOVERNMENT -- There has been a noticeable increase in the number of instances in which U. S. Attorneys have authorized prosecution under Title 18, U. S. Code, Section 1001, without first obtaining authorization from the appropriate Assistant Attorney General, Department of Justice, when false statements and complaints have been made to Bureau Agents. In many of these instances the Department has instructed the U. S. Attorneys to dismiss process since the facts do not warrant prosecution.

For your guidance, the Department's memorandum #318 to all U. S. Attorneys dated July 23, 1962, and as modified by its memorandum #331 dated November 5, 1962, stated that Title 18, U. S. Code, Section 1001, should be applied cautiously due to the tendency such prosecutions may have to discourage the making of legitimate complaints. These memoranda provide that no prosecution under this Statute involving false statements, oral or written, volunteered or otherwise, made to any Agent or investigator of any Department or agency of the Government, may be initiated without permission of the appropriate Assistant Attorney General.

In July, 1967, the Court of Appeals for the Second Circuit in *U. S. v. Adler*, 380 F2d 917 (1967), upheld the conviction of Adler for making a false complaint of bribery on Government construction contracts to the New York FBI Office. On December 11, 1967, the U. S. Supreme Court denied certiorari in the Adler case which leaves the conviction standing. Even though the Adler decision is favorable to the Bureau, there has been no change in the Department's views as expressed in its memoranda #'s 318 and 331.

It has been the policy of the Department to limit prosecution to those deserving cases involving unsolicited false statements to investigative personnel which result in the expenditure of undue Agent investigative time and effort.

All investigative personnel must be alert to the Department's policy in false statement cases during discussions with U. S. Attorneys. In instances where prosecution is being considered, the Agents must make certain that the U. S. Attorney has secured Department authority prior to initiating prosecutive action. Specific comments on this point are to be included in communications advising the Bureau of the prosecutive action.

2/16/71

SAC LETTER 71-7

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(D) TRAINING - LEGAL INSTRUCTION --

The following significant decisions were reported in January, 1971, and should be read by all Legal Instructors: U. S. v. Nasse, 432 F2d 1293 (1970) (7th Cir.), decision quotes approved FBI affidavit for motor vehicle search warrant based on report from confidential informant; U. S. v. Harrison, 432 F2d 1328 (1970) (D. C. Cir.), action of officers in grabbing defendant by throat to prevent him from swallowing evidence was reasonable action to prevent destruction of evidence while executing arrest and search warrants; U. S. v. Robinson, 432 F2d 1348 (1970) (D. C. Cir.), post-arrest suspect identification by display of subject's photograph among others approved; U. S. v. Kwitek, 433 F2d 18 (1970) (7th Cir.), where defendant was arrested on third floor of hotel and was searched and key to hotel room 30 yards away was taken from his pocket, search of that room incidental to arrest was unreasonable; U. S. v. Cataldo, 433 F2d 38 (1970) (2nd Cir.), joint tenant of apartment had authority to consent to entry by FBI Agents into cotenant's separate bedroom; U. S. v. Polk, 433 F2d 644 (1970) (5th Cir.), police observation of vehicle identification number on suspect car being legally held was not an unreasonable search; U. S. v. Viggiano, 433 F2d 716 (1970) (2nd Cir.), example of approved FBI search warrant affidavit based on investigation and report from informant; U. S. v. Magnotti, 318 F. Supp. 535 (1970) (D. Conn.), suspect has no right to have counsel present during viewing of photographs by bank robbery witnesses. Suspect not prejudiced by fact that his photo was full-length and those of seven other persons were mug shots; Haskins v. U. S., 433 F2d 836 (1970) (10th Cir.), an accused has no constitutional right to be identified from a lineup; U. S. v. DeBose, 433 F2d 916 (1970) (6th Cir.), where a suspect was 6 feet 5 inches tall and only one other man in lineup was as tall as 6 feet, the lineup was impermissibly suggestive; Terry v. Peyton, 433 F2d 1016 (1970) (4th Cir.), "One on one" lineup is improper but does not invalidate in-court identification where victim-witness had good look at subject when robbery occurred. Accord: U. S. v. Kemper, 433 F2d 1153 (1970) (D. C. Cir.); U. S. v. Hopkins, 433 F2d 1041 (1970) (5th Cir.), warrantless inspection of lawfully impounded car to locate vehicle identification number is not an unreasonable search. Properly warned accused who first refused to waive Miranda rights and then initiated exculpatory conversation has by latter act waived those rights; U. S.

2/16/71

SAC LETTER 71-7

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v. Thweatt, 433 F2d 1226 (1970) (D. C. Cir.), identification of suspect's photograph by two witnesses is probable cause for arrest. Officers lawfully arresting accused in his apartment may seize evidence of crime seen in plain view; U. S. v. Jiminez-Badilla, 434 F2d 170 (1970) (9th Cir.), favorable decision on use of first time informant to make probable cause; U. S. v. Dopf, 434 F2d 205 (1970) (5th Cir.), criminal confession taken by FBI Agent from American suspect in jail in Mexico and given usual Miranda warnings is admissible despite fact that in the circumstances American defense counsel could not be made available to suspect; see also U. S. v. Nagleberg, 434 F2d 585 (1970) (2nd Cir.). Border officers, in particular, please note.

2/16/71

SAC LETTER 71-7

(E) CRIME ABOARD AIRCRAFT MATTERS -- Reference is made to SAC Letter 70-53 dated September 25, 1970.

Violations of the Crime Aboard Aircraft Statute have been increasing throughout the country. Referenced SAC Letter instructed each office to formulate plans to effectively discharge its responsibilities regarding violations of this statute. Proper liaison must be established with the U. S. Marshal; local authorities, and airline officials so that they are fully aware of our investigative responsibilities. Effective liaison will insure we are promptly notified of violations.

Each office should insure sufficient personnel are available on a 24-hour basis to respond to all complaints. An immediate response to complaints is necessary in order that appropriate investigation can be conducted, the U. S. Attorney contacted, and a prosecutive opinion obtained. If prosecution is authorized, you should immediately follow through with the necessary prosecutive steps.

Each SAC will be held personally responsible to insure these cases are properly handled.

2/16/71

SAC LETTER 71-7

- 4 -

(F) PHOTOGRAPHING OF VISITORS TO PUBLIC AGENCIES -- Adverse publicity has followed a recent incident in which persons visiting a Federal agency for the purpose of lodging a complaint were photographed by the local police department. In order to preclude the Bureau becoming involved in a similar incident in the future, no attempts are to be made to photograph such visitors without the specific authority of the Bureau.

In each such incident of this nature the authority of the Attorney General must be obtained. Ample time must be allowed, therefore, in order to obtain such authority.

These instructions do not change previous requirements as set out in SAC Letter 65-49, dated September 1, 1965.

2/16/71

SAC LETTER 71-7

(G) TEN MOST WANTED FUGITIVES PROGRAM -- To insure continued success of the Ten Most Wanted Fugitives Program, this is to remind all offices of their individual responsibility to undertake independent, self-initiated investigation relative to each of these important cases. While offices of origin are responsible at the field level for giving direction to these cases, experience has demonstrated that most of these subjects are located outside the territory of the office of origin. As you know, present requirements (FBI Handbook, Part I, page 25) are that all continental offices must keep these cases pending and are to fully exploit investigative techniques which are readily available, including various record checks.

The fact that a number of the subjects on the Ten Most Wanted Fugitives list presently being sought are associated with cases generally described as being in the "New Left" category underscores the need for closely coordinating these cases within each field division. Such cases provide an excellent opportunity for developing sources and informants, both in the criminal and security fields, and for close teamwork on the part of Agents working in both of these fields. Publicity given by news media to the mode of life adopted by persons in this category, including the ease with which criminals of all types being sought can find assistance through these individuals and groups, makes it particularly important that

2/16/71

SAC LETTER 71-7

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this type of close coordination, including free exchange of photographs and descriptive data, be maintained among all Agents.

Continued efforts must be made to determine whether or not any of the Ten Most Wanted Fugitives may be hidden out in so-called "communes" in either urban or rural areas of your territory. This must include continued full utilization of such investigative aids as publicity concerning these individuals, circularization through use of a letter containing photographs and descriptive data of the fugitives aimed at specific facets of the subjects' backgrounds, special circularization of Identification Orders and Wanted Flyers, and judicious use of financial inducement. With regard to the latter, Bureau clearance must be obtained, of course, in connection with any specific offer.

Each office must, on a continuing basis, review cases on the Ten Most Wanted Fugitives list and, based on the facts within the particular field division, apply those techniques which offer the greatest potential for successful results.

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In order for the Bureau to be informed of the extent of investigative activity which is being initiated throughout the field in these cases, you are instructed to submit to the Bureau within two weeks of the date of this letter a comprehensive communication setting out by case caption a succinct summary of exactly what is being done to locate individuals on the Ten Most Wanted Fugitives list within your field division territory.

2/16/71  
SAC LETTER 71-7

- 6 -

(H) CRIMINAL INVESTIGATIONS - ACCOMPLISHMENTS -- As you are aware, many investigative demands are being made on the FBI. At the same time, we have been authorized to increase our personnel complement; and it is, therefore, mandatory every effort be exerted in order for the Bureau to favorably portray its investigative accomplishments at the conclusion of this fiscal year. You must devise procedures and utilize your manpower to insure all matters within our investigative jurisdiction having prosecutive potential are promptly and adequately investigated.

Frequent contacts are to be made with the United States Attorney's Office to insure there are no delays in the prosecution of our cases. You must insure there are no delays attributable to the FBI.

Reports setting forth the results of prosecution, including sentences received, are to be immediately submitted to the Bureau. No delays or shortcomings will be tolerated.

(Security Letter on attached pages)

2/16/71  
SAC LETTER 71-7

- 7 -

(I) THUMBNAIL SKETCHES -- Under existing reporting procedures, thumbnail sketches prepared as appendix pages are affixed to reports and letterhead memoranda (LHMs) to characterize each subversive organization mentioned in the pertinent communication. In many instances, this has considerably increased the size of the report or LHM. In order to save space, effect a monetary saving, and add to the readability of these documents, this procedure is being modified. Appendix page thumbnail sketches will continue to be required in Security of Government Employees and Applicant investigations, with such pages being added to the end of the communication. However, reports and LHMs in all other security classifications will contain an abbreviated characterization in the details immediately following the first mention of an organization, and appending a thumbnail sketch will be eliminated. Field offices will continue to furnish current thumbnail sketches to the Bureau on an annual basis on organizations where they are office of origin. An abbreviated characterization of two or three lines will be included with these annual submissions, and the abbreviated version will be used in all security classifications, except as noted.

For your guidance, the following abbreviated thumbnail sketch of the Progressive Labor Party (PLP) has been approved by the Bureau:

The PLP was founded in 1962 by individuals expelled from the Communist Party, USA, for following the Chinese communist line. Its objective is the establishment of a militant working-class movement based on Marxism-Leninism and MAO Tse-tung thought.

As is currently required, thumbnail sketches will first be approved at the Seat of Government and thereafter used throughout the field. Similarly, Bureau approval of the abbreviated characterizations will also be required before field use.

2/16/71  
SAC LETTER 71-7

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In order to implement this new procedure as soon as practical, all field offices are instructed to submit by April 1, 1971, abbreviated characterizations on organizations where they are origin and on which they have already submitted full-length thumbnail sketches. Each brief descriptive characterization should be on a separate page with a single cover communication referencing this SAC Letter. This procedure will also be followed when thumbnail sketches are submitted on organizations not presently characterized or whenever changes in existing thumbnail sketches become necessary. Manual changes to follow.

Very truly yours,

John Edgar Hoover

Director

2/16/71  
SAC LETTER 71-7

- 9 -



PERSONAL ATTENTION  
SAC LETTER 71-59

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

December 14, 1971

(A) TRAINING - LEGAL INSTRUCTION -

The following instructive Federal decisions reported in November, 1971, should be read by all Legal Instructors: City officers searching residence by warrant for stolen clothing invited Narcotics officer along to "keep eyes open for narcotics." Search extended beyond finding of clothing, and located contraband firearm. Firearm excluded from evidence; search as to that item was not in good faith. U.S. v. Tranquillo, 330 F. Supp. 871 (1971)(M.D. Fla.). Volunteered admissions concerning one criminal charge, made by person in jail on unrelated charge, admissible without proof of Miranda warnings. Cook v. Cox, 330 F. Supp. 1323 (1971) (W.D. Va.). Good review of various types of searches which are exceptions to basic rule that all searches must be by warrant. Wheeler v. Goodman, 330 F. Supp. 1356 (1971)(W.D. N.C.). Effective waiver of Miranda rights may be given orally after refusal to sign formal waiver form. On-the-scene identification of bank robber returned to bank by arresting officer within 30 minutes of commission of offense was lawful. U.S. v. Savage, 331 F. Supp. 177 (1971)(E.D. Pa.). Where Narcotics officers, acting on court wiretapping order, monitored all calls 24 hours a day, and approximately 60% of calls had nothing to do with crime, failure of the officers to follow the court's order to "minimize the interception of communications not otherwise subject to interception" required suppression of all conversations overheard. U.S. v. Scott, 331 F. Supp. 233 (1971)(D.C.). Example of "close pursuit" justifying officer's arrest beyond his geographical jurisdiction. Reves v. Slayton, 331 F. Supp. 325 (1971)(W.D. Va.). A confession motivated by prior unlawful search and seizure of defendant, his articles or his premises, is inadmissible in evidence. U.S. v. Ortiz, 331 F. Supp. 514 (1971) (D. Puerto Rico). FBI Agents with warrants to search person and premises of defendant as interstate gambling operator broke into his barricaded premises and found him eating the paper evidence. Defendant refused to cease mastication and was forcibly restrained. Charged with violation of 18 USC 2232 (Destruction of Evidence), defendant brought motion to suppress. Motion denied. Even should warrant prove to be invalid, there is no legal right to forcibly resist execution of it. U.S. v. Gibbons, 331 F. Supp. 970 (1971)(D. Del.). Circumstances in which officers making arrests of certain persons would be entitled to make a

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SAC LETTER 71-59

protective frisk of strangers present at scene of arrest. Barnett v. D'Artois, 331 F. Supp. 1310 (1971)(W.D. La.). Good discussion of factors affecting reliability of confidential informant in stating probable cause. Corroborated informant is reliable without proof of past reliability. Announcement of "police" and "you are under arrest" was sufficient compliance under circumstances with statutory requirement of notice before entry. U.S. v. Squella-Avedano, 447 F2d 575 (1971)(5th Cir.). No arrest where suspect voluntarily complies with request of officers to accompany them to their office. No search where officers inspect contents of suspect's wallet which he hands to them on his own initiative. U.S. v. Bailey, 447 F2d 735 (1971)(5th Cir.). Defendant has no right to presence of counsel during pretrial display of identification photographs to witnesses. U.S. v. Faulkner, 447 F2d 869 (1971)(9th Cir.). Example of chain of evidence held satisfactory. U.S. v. Gilbert, 447 F2d 883 (1971)(10th Cir.). FBI Agents properly searching for bank robbery loot under valid search warrant properly seized piece of paper with bank floor plan drawn on it. U.S. v. Avery, 447 F2d 978 (1971)(4th Cir.). Arrested subject's refusal to sign Miranda waiver on formal interview is not proof that his earlier post-arrest admissions were involuntary. U.S. v. Howell, 447 F2d 1114 (1971)(2d Cir.). Defendant's fingerprints may be taken at trial for purpose of proving prior offenses at sentencing hearing. Redd v. Decker, 447 F2d 1346 (1971)(5th Cir.). Instructive opinion on vehicle search by traffic officer. No license plate light, no registration, and an open can of beer on front seat led to lawful search of entire vehicle and discovery of stolen goods. Kendrick v. Nelson, 448 F2d 25 (1971)(9th Cir.). Circumstances justifying investigative stop of suspect felon. Probable cause for later search of vehicle by one officer may be found in collective knowledge of all officers working on case. Test of probable cause is found in objective view of facts rather than in officer's ability to articulate his theory. White v. U.S., 448 F2d 250 (1971)(8th Cir.). Refusal of entrance to known law enforcement officer is factor in showing probable cause for arrest. Entry without announcement justified where facts known to officer indicate subject attempting to escape and that contraband was threatened with destruction. U.S. v. Cisneros, 448 F2d 298 (1971)(9th Cir.). Once an accused in custody has been warned under Miranda and has refused to sign written waiver, interrogation must cease unless accused himself initiates further discussion. Otherwise, subsequent statement is inadmissible. Note: This decision more restrictive than in other circuits. U.S. v. Ramos, 448 F2d 398 (1971)(5th Cir.). For

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SAC LETTER 71-59

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purpose of exclusionary rule in searches and seizures, railroad police having arrest powers under state law are police officers, not private citizens. U.S. v. Belcher, 448 F2d 494 (1971)(7th Cir.). When FBI Agents arrested woman in her residence and she directed them to get her dress and raincoat in certain closet, the Agents properly seized evidence and contraband in plain view there. Agents also properly seized evidence and contraband seen close to an end table, in room of arrest, near which several strangers were standing. The Agents were justified in assuming that these persons might be accomplices of those arrested and hence might attempt to destroy evidence or procure a weapon on behalf of appellants. U.S. v. Manarite, 448 F2d 583 (1971)(2d Cir.). Fact that officers have a search warrant for "flash paper" does not alone excuse failure to comply with statutory requirement of notice and demand before forcible entry. Court suggests hereafter obtain Magistrate's approval for "no-knock" entry by search warrant. U.S. v. Likas, 448 F2d 607 (1971)(7th Cir.). Example of circumstances in which an investigative stop by police officers was not justified. U.S. v. Nicholas, 448 F2d 622 (1971)(8th Cir.). Police failure to investigate complaints by plaintiff did not provide basis for claim under Civil Rights Act. Modla v. Chrysler, 448 F2d 769 (1970)(6th Cir.). Circumstances in which police detention for field interrogation for 20-30 minutes did not violate Fourth Amendment. Miranda warnings unnecessary. Abandoned motel room may be searched by permission of landlord. Trash left by motel guest in can outside his room is abandoned and may be seized. Hair samples for comparison may be taken from head of arrested subject in absence of requested counsel and without prior authorization of the court. U.S. v. Jackson, 448 F2d 963 (1971)(9th Cir.). See also U.S. v. Zubia-Sanchez, 448 F2d 1232 (1971)(9th Cir.), and Gaines v. Craven, 448 F2d 1236 (1971)(9th Cir.), on right to stop for field interrogation. Report of previously untested confidential informant may supply probable cause for arrest without warrant if report sufficiently detailed and accurate, as corroborated by investigation. U.S. v. Manning, 448 F2d 992 (1971)(2nd Cir.). All electronic or mechanical recordings made by the Government in a criminal case must be preserved as evidence and produced on court demand, including even those considered unintelligible. U.S. v. Bryant, 448 F2d 1182 (1971)(D.C. Cir.). Decision shows circumstances in which traffic officer entitled to stop car for field interrogation and how far such interrogation may proceed. FBI Agent having access to car lawfully impounded by police, and notified by NCIC that car is stolen, may check

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SAC LETTER 71-59

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vehicle identification number without search warrant. <sup>hr</sup> U. S. v. Pearson, 448 F2d 1207 (1971)(5th Cir.). Decision shows text of search warrant so inaccurate in several statements made therein that net effect was to reduce affidavit to nothing more than affirmation of belief or suspicion. Search warrant invalid. U. S. v. Upshaw, 448 F2d 1218 (1971)(5th Cir.).

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SAC LETTER 71-59

(B) LEGAL INSTRUCTION - LIAISON -- Re SAC Letter 68-7(A). Direct all communications to Office of Legal Counsel rather than the Training Division.

12/14/71

SAC LETTER 71-59

(C) DEPARTMENTAL APPLICANT INVESTIGATIONS -- Departmental Applicants are divided into the two types, professional and nonprofessional. In order to facilitate the flow of mail at the Bureau, these types of investigation are being designated hereafter as Departmental Applicant-Professional (DAPLI-PRO) or Departmental Applicant-General (DAPLI-GEN). Use of the code word COVES is being discontinued in the Departmental Applicant-Professional cases, inasmuch as the character of the case, DAPLI-PRO, will call attention to the special instructions pertaining to these cases. Appropriate manual changes will follow.

(Security Letter on attached page)

12/14/71

SAC LETTER 71-59

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(D) PASSPORT OFFICE WATCH LIST -- The Passport Office of the Department of State has computerized the names and dates of birth of persons of interest to the Government for various reasons in order that the interested agency may be informed should such persons apply for a United States passport. In connection with security cases, these lookout notices will automatically expire five years from the date they were requested. Should such a lookout be desired in any security case, a lead should be set out for the Washington Field Office to place a stop with the Passport Office. This stop should be canceled as soon as the subject is no longer of security interest and appropriate ticklers should be set so that the Washington Field Office may be requested to ask that the notice be extended beyond the five-year expiration date, if this is considered necessary.

Information which may be expected as the result of a Passport Office stop notice includes a general proposed itinerary, normally consisting solely of the names of the countries to be visited, and the proposed dates of travel. Once a passport is issued, the proposed travel need not be undertaken, and the itinerary may be altered at will. Additional foreign travel, of course, can be taken with the passport without any notification to the Department of State.

Very truly yours,

John Edgar Hoover

Director

12/14/71  
SAC LETTER 71-59

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## UNITED STATES DEPARTMENT OF JUSTICE



FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 11, 1973

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) TECHNICAL EQUIPMENT - COMMERCIAL LIAISON -- It has come to the Bureau's attention that a west Coast manufacturing company has been soliciting FBI attendance at demonstrations of their product in various field office territories. In at least one case where the company's invitation was accepted, an attempt was made to explore the FBI's "reaction" to the demonstration to the extent that an inquiry was made of a United States Congressman. The Congressman was advised, and you are being reminded that, as a matter of policy, the FBI does not evaluate or recommend commercial products except for its own internal use.

It later developed that an executive of the company has engaged in promoting investment in the concern among police officers claiming that the FBI has expressed interest in his equipment.

It is recognized that occasionally a field office receives unsolicited information pertaining to technical equipment which may have application in our work. The FBI Laboratory wants to be aware of technical developments and appreciates receiving material of this sort from the field for evaluation. Notwithstanding this, Agents should be most circumspect in expressing what they consider to be the Bureau's needs for specific equipment lest their remarks be interpreted as FBI approval of a particular product.

Clarence M. Kelley  
Director

9-11-73  
MEMORANDUM 37-73



PERSONAL ATTENTION  
SAC LETTER 66-4.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

January 13, 1966

WASHINGTON, D.C. 20535

*In Reply, Please Refer to*

*File No.*

(A) REPULSE - ESPIONAGE - R -- The Soviet Disinformation Department of the KGB, the Soviet Committee for State Security, is currently engaged in an intensive smear campaign directed against me which amounts to character assassination. The campaign involves widespread mailings of what purports to be a letter over my signature to former White House aide Walter Jenkins.

The first mailings of these letters occurred in January, 1965. Others were mailed in April, 1965. The most recent mailings were postmarked January 2, 1966, at Philadelphia, Pennsylvania, and Baltimore, Maryland. The envelopes used in the mailings are either white or gray and bear a typewritten address, but no return address. They are stamped with an ordinary five cent stamp, a Christmas stamp, or a Robert Fulton commemorative stamp.

The scurrilous contents of the envelopes consist of a reproduction of a page from the "U. S. News & World Report" magazine issue dated November 2, 1964, captioned "What the FBI Found in the Jenkins Case." On the reverse side of the page is a montage of what purports to be fragments of a letter bearing my signature, a letter to the President at the White House, and a typewritten comment commencing "Dear Friend."

Should such a letter come to your attention, the original envelope and its contents should be transmitted immediately to the Bureau marked for the attention of the FBI Laboratory, with the request that the typewriting be compared with other specimens in this matter and that latent fingerprints be developed.

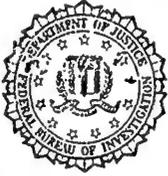
In the recent flood of mailings, letters were directed to various Senators, Congressmen and other prominent Government officials in Washington, D. C. Among the recipients was Senator Bourke B. Hickenlooper, who requested that I furnish him with the complete facts, as known to this Bureau, concerning the anonymous communication received by him. Attached for your information is a copy of my reply to him. Senator Hickenlooper has advised me of his intention to have my reply printed in the "Congressional Record." As soon as this is done, reprints of it will be mailed by the Bureau to all the known recipients of the letters to date. In addition, reprints will be furnished to all field offices to be used in answering any inquiries which may be received concerning this widespread Soviet smear campaign, whether they originate from individuals who also may receive copies of the scurrilous letter or from other individuals such as members of the press who may hear about them and make inquiry of you concerning them. Until you receive such reprints, your replies to any inquiries received may be based on the information contained in my attached reply to Senator Hickenlooper.

Very truly yours,

John Edgar Hoover

Director

COPY



## UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 11, 1966

BY LIAISON

Honorable Bourke B. Hickenlooper  
United States Senate  
Washington, D. C.

My dear Senator:

This is to acknowledge your request for the complete facts as known to this Bureau concerning the anonymous letter you received containing what purports to be a copy of a personal letter to former White House aide Walter Jenkins over my signature.

I am pleased to comply with your request and will begin first by stating without any equivocation that I never wrote such a letter.

The letter you received is one of many anonymous mailings sent to various Senators, Congressmen, and other prominent Government officials within the past week. They are part of a concerted communist smear campaign which was launched a year ago.

The campaign began in January, 1965, when several letters of this type were received by individuals who also brought them to my attention. Several more were brought to my attention by individuals who received them in April, 1965.

Upon examination, the copy of the letter supposedly signed by me was determined to be a crude forgery. Comparison of all the letters disclosed they had all been prepared by the same person or persons. Further comparison with other letters circulated in the past in this and other countries by the Soviet Disinformation Department proved irrefutably that this was a communist scheme.

COPY

COPY

Honorable Bourke B. Hickenlooper

You may recall that the nefarious schemes of the Soviet Disinformation Department were exposed in a report prepared by the Central Intelligence Agency last year. The details of that Agency's study were printed in the "Congressional Record" of September 28, 1965.

The study revealed that the Soviet Disinformation Department of the KGB, the Soviet Committee for State Security, wages a broad-scaled propaganda offensive against United States agencies and pointed out that I and the Federal Bureau of Investigation are priority targets for attacks. It also disclosed that the over-all objective is to discredit United States agencies here and abroad and emphasized that a preferred instrument used by the Soviets in their attacks is the forged document.

Typical of the tactics used in such efforts was the circulation of letters in South America in the Summer of 1964. In that case too, my name had been forged on the letters. They were designed to make it appear that the Federal Bureau of Investigation and the Central Intelligence Agency had something to do with the Brazilian revolution of April, 1964. The intricacies of that communist scheme became further apparent when we determined that my signature had been forged from a letter stolen by Cubans in Havana in 1960.

I trust that in making these facts available to you I have satisfied any and all questions which the scurrilous anonymous communication you received may have raised. If not, do not hesitate to call on me again.

In conclusion, I would like to express my appreciation to you for bringing the letter to my attention. It provides another link in the chain of evidence being put together to complete the picture of this Soviet smear campaign, which amounts to character assassination.

Sincerely yours,

/S/ J. Edgar Hoover

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COPY



PERSONAL ATTENTION  
SAC LETTER 66-8

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to  
File No.*

February 1, 1966

WASHINGTON, D.C. 20535

(A) UNITED STATES COMMISSIONERS -- A Senate Subcommittee recently opened an inquiry into the United States Commissioner system, possibly in response to criticism of various features of the system such as payment on a fee basis and the appointment of Commissioners untrained in the law.

You are instructed to advise the Bureau of the merits and the demerits of the system which have been noticed in your field office territory. The range of possible defects is wide, including, but not limited to, your inability to locate a Commissioner when needed; unfamiliarity of the Commissioner with the law on probable cause for arrest warrants, arrest without a warrant and search warrants; abuse of authority by attempting to convert a hearing into a trial on the merits; prejudice; refusal of a Commissioner to issue a warrant to an Agent whose only information is that obtained from other Agents; refusal to accept hearsay evidence to establish probable cause at the preliminary hearing; too few Commissioners or too many in your territory, et cetera.

Show the number and location of Commissioners in your territory at this time and the maximum distance that any Resident Agent in the territory must travel to reach a Commissioner.

Advise the Bureau only of those apparent defects which have come to your attention in the normal course of business. Do not make an official inquiry or survey of any kind, or make any comment to persons outside the Bureau

To the extent that the experience of your office with the system is favorable, you should so advise. The Bureau desires a fair appraisal of the system on the basis of facts known to you at this time.

Reply to the Bureau, Attention: Training Division, not later than March 1, 1966. Thereafter, advise only of new information which you believe should be reported.

(B) TELEPHONES - RETENTION OF LONG DISTANCE TOLL TICKETS BY TELEPHONE COMPANIES -- } The Department of Justice has advised that in accordance with arrangements made with the American Telephone and Telegraph Company, long distance toll tickets will be retained for only a six-month period by Bell System companies. In the event there is substantial reason to believe that the retention of such records for a longer period of time is of import to a particular investigation, the Bureau should be advised of the full facts together with information indicating whether your telephone company contacts are such as to conveniently secure the needed records. 7

2/1/66

SAC LETTER 66-8

(C) SELECTIVE SERVICE MATTERS - DELINQUENCY -- The continuing trend toward a higher delinquency in the handling of Selective Service investigations is noted on the part of a number of field offices.

The ever-increasing number of Selective Service cases being referred to the Bureau for investigation is consistent with the increasing number of men being called into military service. With the heavy Armed Forces commitments this country has in various parts of the world, there must be no lengthy delays in these investigations.

Each Special Agent in Charge should immediately look into the status of pending Selective Service matters. You should make certain that these investigations are being instituted promptly and that once the investigation commences, there are no unwarranted delays.

(Security Letter on attached page)

2/1/66

SAC LETTER 66-8

- 2 -

(D) COMMUNIST SUBVERSION IN LATIN AMERICA -- Your attention is directed to SAC Letter 65-31 (A) dated June 2, 1965, which pointed out the over-all need for additional informants and sources in the Latin-American field because of the critical state of unrest in Latin America.

Recent intelligence reports on happenings at the Tri-Continental Conference held in Havana, Cuba, from January 3-14, 1966, underscore the importance which must be attached to Latin-American investigations and related matters.

At this Tri-Continental Conference attended by approximately 450 key revolutionary leaders primarily from countries of Africa, Asia and Latin America, Premier Fidèl Castro and President Osvaldo Dorticos of Cuba made a most vitriolic attack against the United States and issued a strong call for an implacable struggle against "imperialism." The destruction of the United States position in Latin America was enunciated as a primary foreign policy objective of Cuba.

In this regard, possibly the most significant development was the formation of a Latin-American Solidarity Organization, with headquarters in Havana. This organization was formed by representatives from 27 of the Latin-American Delegations who attended the Tri-Continental Conference and it was announced that this organization would use all means available to support liberation movements and would develop "a constant campaign against the increasing policy of Yankee imperialism...."

In view of this overt indication on the part of Cuba of increased support to communist subversion throughout Latin America, you must make most certain that the informant coverage within your Division among all Latin-American nationality groups where such exist is not lacking in any respect.

The importance which the Bureau attaches to Latin-American investigations and related matters in this field such as source development and foreign intelligence collection cannot be stressed too strongly.

Very truly yours,

John Edgar Hoover

Director

2/1/66  
SAC LETTER 66-8

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PERSONAL ATTENTION

SAC LETTER 66-10

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

February 15, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

(A) CHINESE MATTERS - LEADS IN CHINESE CASES FOR LEGAT,  
TOKYO, AT **THIRD AGENCY CONSIDERATIONS**

-- Legal Attache, Tokyo, has advised that the heavy work load being imposed on the

by United States agencies in is at a critical stage. Therefore, they will be unable to handle any name checks concerning Chinese where the Chinese Telegraphic Code (CTC) numbers do not accompany the Anglicized Chinese name. At the

agencies have similar problems as at when CTC numbers for the name are not provided by the Legat. Therefore, when submitting leads in Chinese cases to be handled at and by Legal Attache, Tokyo, you should submit the CTC numbers, together with the Mandarin version of the subject's name, in addition to the subject's true name. Leads for Tokyo set out by field offices which do not contain CTC numbers will be returned by the Bureau.

If subject's Chinese characters are not available in Bureau files, you should check **THIRD AGENCY CONSIDERATIONS**

If Chinese characters are located, a specimen of them should be obtained so that the characters may be forwarded to the FBI Laboratory, Translation Section for transliteration, unless Chinese language-trained personnel are available in your office who are able to transliterate the Chinese characters.

For your information, the fingerprint camera will photograph Chinese characters in in a very satisfactory manner.

2-15-66  
SAC LETTER 66-10

- 2 -

JFK Act 6 (1) (C)

2-15-66  
SAC LETTER 66-10

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JFK Act 6 (1) (C)

Very truly yours,  
John Edgar Hoover  
Director

Enclosure for (B)

2-15-66  
SAC LETTER 66-10

- 4 -



~~SECRET~~

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to  
File No.*

WASHINGTON, D.C. 20535

February 7, 1966

JFK Act 6 (1) (C)

~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

JFK Act 6 (1) (C)

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~~SECRET~~



PERSONAL ATTENTION

SAC LETTER 66-19

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

March 29, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to

File No.

(A) CORRESPONDENCE MATTER - FURNISHING OF HOME ADDRESSES AND ZIP CODES -- Effective immediately it is desired that you furnish the home addresses and Zip codes when recommending personal letters for individuals who have retired and have left their previous places of employment. This would include SAC contacts, prominent businessmen, National Academy graduates and the like. Many instances have been noted recently where such data was not furnished, and it is most difficult to locate the correct address through Bureau source material because of the similarity in names.

3/29/66

SAC LETTER 66-19

(B) OFFICE OF NAVAL INTELLIGENCE - NAVAL INVESTIGATIVE SERVICE -- The Naval Investigative Service recently became the new name of those elements of the Office of Naval Intelligence (ONI) charged with the world-wide investigative and counterintelligence responsibilities of the Department of the Navy. This resulted from a reorganization, ordered by the Secretary of the Navy, for the primary purpose of placing the Director of Naval Intelligence in full control of personnel in the field and removing them from control of the Commandants of Naval Districts in the United States and Naval commanders in overseas areas. In addition, field personnel will now report directly to the Director of ONI, through the Naval Investigative Service Headquarters at Washington.

All District Intelligence Offices in the United States have been abolished and reconstituted as Naval Investigative Service Offices, each headed by the former District Intelligence Officer, now called Commanding Officer. Overseas elements, which formerly operated under the name Naval Counterintelligence Support Activity, have been similarly reconstituted. The fact that the new component is a subsidiary of ONI will be made plain by the use of the ONI seal on its stationery and the appearance of the name "Office of Naval Intelligence" on the doors of its offices.

It is not anticipated that this internal change will have any effect on our relations with ONI, either at the Seat of Government or in the field; however, you are being advised of it as a matter of information.

(C) TRAINING - POLICE - COMMAND AND SUPERVISORY SCHOOLS -- Bureau has previously instructed you to insure that local law enforcement is aware of the availability of our assistance in schools for command and supervisory personnel. With the increasing efforts to raise the standards and the status of law enforcement, training for police administrators at all levels is of paramount importance. It is axiomatic that police executives need to be apprised of developments and innovations in law enforcement, just as recruits need basic training, to function effectively.

Representatives throughout our field divisions attended the Specialized Police Instructors School on Police Management held at the Seat of Government on 2/28 - 3/11/66. Bureau instructors are now particularly well qualified to provide instruction on topical matters of interest to law enforcement administrators. No prescribed format for these schools is being suggested, as each school should be tailored to meet the needs of those in attendance. General police instructors, in addition to those who attended the above-mentioned Police Instructors School, should review and assimilate the considerable amount of resource material distributed at the School in order that each office will have an adequate corps of qualified instructors to handle this phase of training.

You should insure that law enforcement executives throughout your division know we are equipped to provide training on the Police Management level. Without soliciting such training you should, nevertheless, set up a vigorous program of promoting knowledge of our training services in that field. Bureau should not be placed in the untenable position of defending ourselves against critics who might maintain we do not have an adequate program of training for police executives; such a situation may possibly develop if you adopt a listless attitude toward such training.

3/29/66  
SAC LETTER 66-19

(D) TELEPHONES - ECONOMY - SEMIANNUAL DESK-TO-DESK TELEPHONE SURVEY -- Each field division will survey its field headquarters and resident agency telephone equipment and facilities during April, 1966, and submit a report on the results to the Bureau by May 18, 1966, attention Files and Communications Division.

3/29/66  
SAC LETTER 66-19

- 2 -

Remove all equipment and facilities not needed for conducting day-to-day business. Do not retain any facility or equipment simply for convenience, prestige, or because its use has become a habit rather than a necessity. The reduction in lines (extensions off the switchboard) and multibutton telephone instruments with "hold" and lights should be your first concern. Any line used for less than 20 combined in-and-out calls a day should be removed from service, and justification for its retention can be based only on some unusual circumstance, especially if a number of the daily calls handled on it are outgoing calls which could have been made on another line on the same telephone instrument.

There is no charge for a telephone company's work in reducing facilities. Remove wink hold (the light on the button for a line winks when the line is placed on hold) on each line on which it appears. Where it is not removed justify its retention in your survey report, explaining fully the number of lines on the instrument and why the wink feature is necessary.

Submit as an attachment to form FD-344 for each of your resident agencies the number of Special Agents assigned, an itemization of telephone equipment, including telephone trunk numbers, and monthly cost of each item of equipment. It is suggested you assign your senior Electronic Maintenance Technician to handle technical aspects of the survey unless another employee is better qualified.

3/29/66  
SAC LETTER 66-19

(E) ARRESTS - SEARCHES AND SEIZURES - COMPLAINTS FILED BEFORE U. S. COMMISSIONERS -- A recent field inspection disclosed that complaints filed before the U. S. Commissioner by Bureau Agents upon which arrest warrants were issued contained no information about the crimes alleged except for conclusory allegations that the persons named in the warrants had committed certain offenses. The complaint in these instances stated no facts (probable cause) to back up the complainant's conclusion that the subject had committed the crime.

All warrants - both arrest warrants and search warrants - issued on nothing more than conclusory allegations of crime are deficient and vulnerable to being declared null and void. The Fourth Amendment requires that each arrest be made on probable cause for belief of guilt,

3/29/66  
SAC LETTER 66-19

- 3 -

and that each search by search warrant also be made on probable cause. If the arresting or searching officers first apply for a warrant, they must reveal to the U. S. Commissioner or other issuing officer a set of facts of sufficient quantity and quality to show probable cause. Giordenello v. U. S., 357 U. S. 480 (1958); Aguilar v. Texas, 378 U. S. 108 (1964). If the arrest is made without a warrant, the facts of probable cause must be given when the subsequent complaint is filed. If no complaint is filed after arrest, as in some state cases, the facts of probable cause must be given to the judge when he holds a hearing on the issue of probable cause after it has been raised by the defense. Beck v. Ohio, 379 U. S. 89 (1964).

The reason for the procedure stated above is that it is the magistrate or judge who must finally determine the issue of probable cause, and he can perform this duty only on the basis of facts indicating guilt. The officer's personal conclusion of guilt is not enough.

The proper method of showing probable cause was brought to your attention in SAC Letters 58-44 (B) and (C), 58-49 (F), 58-60 (G), and 58-80 (D). Samples of complaints based on facts stated were shown. See also the Bureau manuals.

You are instructed to immediately review this subject and to make sure that the personnel of your office are following Bureau instructions in general regarding the filing of complaints and those issued by the U. S. Attorney in each particular case.

It is the responsibility of the Special Agent signing the complaint to be sure that it contains an adequate statement of probable cause and he should be certain that if facts constituting probable cause were furnished the U. S. Commissioner orally they have been sufficiently set forth in the typing of the complaint. The advice of the U. S. Attorney may be obtained as to the particular facts necessary to show probable cause in the complaint.

3/29/66  
SAC LETTER 66-19

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(F) "KIDS' LETTERS TO THE F. B. I." - BY BILL ADLER - ILLUSTRATED BY ARNOLD ROTH -- The Bureau assisted in the preparation of this book which is being released on April 1, 1966, by Prentice-Hall, Incorporated. This book, which is 156 pages long, is composed of approximately 110 letters received by the Bureau from boys and girls of various ages. By their nature, the letters are most humorous and portray the FBI in a warm and human manner.

The retail price of the book is \$2.50 but through a bulk purchase arrangement with the publisher, FBI employees may buy it for \$1.25 through the FBI Recreation Association. Inasmuch as it is believed this publication will be very popular with FBI employees, an initial order has been placed with Prentice-Hall for 5,000 copies. The Crime Records Division will handle the distribution of this book.

You should canvass the employees in your office to determine the number who are interested in purchasing this book at the reduced price. Each office should submit its initial order, along with one check covering the total order in your office figured at \$1.25 per copy, by routing slip to the Crime Records Division by April 15, 1966. This check should be made payable to the "FBIRA." Regular orders can be submitted at any time after this date.

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SAC LETTER 66-19

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(G) ASSAULTING, KILLING OR KIDNAPING THE PRESIDENT OF THE UNITED STATES -- The attention of all personnel is directed to current instructions concerning the handling of violations of this statute which have recently been placed in both the FBI Agents' Handbook and the Manual of Instructions. It is imperative that all investigative personnel and all clerical personnel in a position to receive complaints be fully aware of FBI investigative responsibilities under the new law, Section 1751, Title 18, U. S. Code, approved August 28, 1965. All personnel should be particularly alert to differentiate between violations of this statute which are under FBI jurisdiction and violations of Section 871, Title 18, U. S. Code, Threats Against the President, under United States Secret Service jurisdiction. Any question of jurisdiction should be resolved in favor of immediate investigation by the FBI in accordance with existing instructions.

Each SAC will be held personally responsible to insure that complaints involving violations of Section 1751, Title 18, are afforded immediate, aggressive investigative attention, utilizing whatever manpower is necessary to resolve the situation and the Bureau is notified immediately by telephone. Subsequent to Bureau notification, the Secret Service should be advised locally and, where appropriate, notified that the FBI is conducting investigation in order to determine whether a violation of Section 1751, Title 18, U. S. Code, exists.

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SAC LETTER 66-19

(H) MAINTENANCE AND DESTRUCTION OF OBSCENE EVIDENCE - INTERSTATE TRANSPORTATION OF OBSCENE MATTER -- Because of the large volume of obscene evidence being regularly received in the FBI Laboratory and the urgent need for careful handling, the basic rules for maintenance and destruction as set forth in Section 57C, page 3, of the Manual of Instructions are restated.

"Obscene material is submitted to the Laboratory in order that it may be:

- a. Reviewed at the Bureau with regard to its character as an obscene exhibit
- b. Compared with specimens already in the obscene matter file of the FBI Laboratory, and any latent fingerprints developed thereon searched

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through the obscene matter dealers section of the single fingerprint file, to determine its source

- c. Compared with specimens already in the obscene matter file of the FBI Laboratory for information that may indicate that the questioned obscene material has moved in interstate commerce.
- d. Included as a permanent part of the obscene matter file or destroyed where no purpose could be served by filing the exhibit."

The manual instructs that in all cases exhibits returned to the submitting division must ultimately be returned to the FBI Laboratory for filing or destruction and that no obscene material is to be permanently maintained in any field office. There are instances, however, involving huge quantities of pornography seized in certain cases where there is considerable expense in shipping the evidence back to the Laboratory for final disposition. In these instances the Bureau's advice should be sought as to whether it should be returned to the FBI Laboratory or whether Bureau permission may be granted to destroy the material in the field division under the personal supervision of the SAC. If little or none of the bulky evidence is needed for the Obscene File and common sense suggests, the Bureau may authorize destruction of the useless portion of the material in the division office under rigid controls, personally supervised by the SAC.

While obscene material which may arouse the curiosity of employees is in the office, it must be maintained in either the gun vault or the SAC's safe. At no time should it be kept in a place which is readily accessible to other employees, such as the stock room or mail room.

While this material is in the office, it must not be shown to other personnel of the office who have no need to observe it. Of course, personnel handling the case may have need to observe it for investigative purposes or for packaging and wrapping purposes. However, there should be no undue curiosity about such filth.

Very truly yours,

John Edgar Hoover

Director

3/29/66

SAC LETTER 66-19

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

May 3, 1966

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

(A) VISIT OF SECRETARY OF STATE DEAN RUSK TO FINLAND, NORWAY, BELGIUM AND GERMANY - MAY 31 - JUNE 9, 1966 -- Secretary of State Dean Rusk is scheduled to head the United States Delegation to the North Atlantic Treaty Organization meeting to be held in Brussels, Belgium, June 6 - 8, 1966. Present planning calls for the Secretary to visit Helsinki, Finland, May 31 - June 2; Oslo, Norway, June 2 - 4; Brussels, Belgium, June 4 - 9; and Bonn, Germany, on June 9, 1966.

State Department has requested that it be furnished any intelligence information of a nature revealing the presence of any effort designed to cause physical harm or embarrassment to the Secretary of State or to members of the U. S. Delegation accompanying him during his travel. Accordingly, all offices should immediately contact any informants and sources in a position to furnish information of this nature and forward to the Bureau in form suitable for dissemination any pertinent data developed. Informants and sources should be alerted to the necessity for prompt reporting and Bureau should be expeditiously advised of all such information received. Communications in this matter should be submitted under the above caption.

(Security Letters on attached pages)

(B) COMMUNIST PARTY, USA - 18TH NATIONAL CONVENTION -- You have previously been advised that the Communist Party, USA, is preparing to hold its 18th National Convention at Webster Hall in New York City on June 22 through June 26, 1966. To attract youth and obtain the sanction of the "liberal left," the Convention will endeavor to portray the Party as a legitimate political organization. Every effort will be made at the Convention to depict the Party as the vanguard of the "peace" and "civil rights" movements. As in the past, the Convention will endeavor to identify the Party with the working class and trade-union movement.

The Party is making an all-out effort toward making this the most publicized National Convention ever held. A massive public campaign is underway to obtain the widest possible dissemination of communist views aimed at achieving legitimacy for the Party. Each Party district has been given a liberal quota of Party observers and non-Party visitors from its area. Additional plans are being formulated each day at the Party's National Headquarters.

Various state and district organizations will hold conventions in May and early June of this year for the purpose of selecting delegates to the National Convention. Each state and district organization will be entitled to one delegate, regardless of its size. In addition, each state and district organization will be permitted to elect delegates on the basis of membership determined by average dues payments computed during the period October 1, 1965, through March 31, 1966, as follows:

- (1) For first 100 members, add one delegate for each 20 members.
- (2) For 101 to 350 members, add one delegate for each 30 members.
- (3) For 351 or more members, add one delegate for each 35 members.

In addition, each district will be permitted one alternate delegate for every two delegates. The national office of the Communist Party, USA, contemplates that approximately 300 delegates and 150 alternate delegates will attend the 18th National Convention.

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SAC LETTER 66-27

- 2 -

In the past, two years' membership prior to the date of the National Convention was required in order to be eligible for election as a delegate to the National Convention. A referendum sponsored by the national leadership is now being circulated in all Party areas changing the two-year membership requirement to six months in an effort to afford more representation to youth. Although certain districts have voiced opposition to this change, it will most likely be adopted.

The next National Committee will be comprised of persons who are delegates to the National Convention and, if we hope to penetrate the National Committee with informant coverage, appropriate steps must be taken at this time to insure that a number of our informants are selected by state or district organizations as delegates to the National Convention.

Each office is instructed to advise by letter under the caption "Communist Party, USA, Organization, 18th National Convention, Internal Security - C" no later than May 12, 1966, the identities of informants who are in the best position to be selected as delegates to the 18th National Convention, together with the plan of action contemplated to have specific informants so selected.

It is essential that we have informants attending the National Convention as delegates to insure proper coverage of this event and, ultimately, penetration of the National Committee by informants to properly cover the activities of this important policy-making body in the future.

The Bureau's responsibility to provide adequate coverage of the National Convention and to promptly disseminate pertinent data developed cannot be overemphasized. You are expected to afford this matter continuous aggressive investigative attention and keep the Bureau advised of all pertinent developments.

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SAC LETTER 66-27

(C) DEMONSTRATIONS PROTESTING UNITED STATES INTERVENTION IN VIETNAM -- I want to direct your attention to a developing situation which demands an expanding awareness and alertness to insure the fulfillment of our responsibilities.

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SAC LETTER 66-27

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There are increasing indications that the public is losing patience with the continued succession of demonstrations which have been occurring in all parts of the nation. This rising tide of public indignation is more and more creating waves of retributive action directed at the demonstrators. Increasingly, irate spectators are rejecting their passive roles and expressing their opposition and indignation toward the demonstrators by attacking them physically.

On the other hand, leaders of many of the groups involved in demonstrations have been exhorting their followers to more "direct action tactics" to gain their ends. Thus, the demonstrations have been marked by a growing militancy.

Clearly, the situation is one in which the conflict of interests produces a growing tension. With summer approaching, the potentialities for violent outbreaks will increase immeasurably, whether demonstrations are directed at opposition toward United States foreign policy in Vietnam or protests involving racial issues.

We must not only intensify and expand our coverage to insure prompt and accurate reporting of violent outbreaks of this nature but also to insure that advance signs of such outbreaks are detected and disseminated to appropriate authorities.

I want to stress to you that the emphasis in these matters must be on advance detection. Post mortem reporting is of secondary consequence. We are an intelligence agency and as such are expected to know what is going to or is likely to happen. National, state, and local authorities rely upon us to obtain this information so they can take appropriate action to avert disastrous outbreaks.

I am holding each Special Agent in Charge personally responsible for the development and implementation of programs and procedures to fulfill our responsibility. When a violent outbreak occurs and an analysis reveals there were clear-cut signs of imminent violence that went undetected and unreported, the Special Agent in Charge will be called upon to explain the reason for this failure and for his personal inadequacy.

Very truly yours,

John Edgar Hoover

5/3/66

SAC LETTER 66-27

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Director



PERSONAL ATTENTION  
SAC LETTER 66-34

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

June 7, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to

File No.

(A) RECORDS - MILITARY SERVICE RECORDS LOCATED AT MILITARY PERSONNEL RECORDS CENTER (MPRC), ST. LOUIS, MISSOURI -- The Bureau has been advised that as of May 23, 1966, all military service records of personnel discharged subsequent to January 1, 1964, of the U. S. Air Force, U. S. Navy, U. S. Marine Corps, and U. S. Coast Guard are to be entered into a computer filing system at MPRC. All subsequent service records of the above-named branches received at MPRC will be added to this computerized file.

In setting out leads for St. Louis to check these records, it is imperative that the correct branch of service, service number, and correct name of the individual be furnished in order that the service record can be located.

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SAC LETTER 66-34

(B) RECORD CHECKS OF TELEPHONE COMPANIES -- A Bureau field office recently requested a confidential source at a local telephone company to make available long distance toll call records relating to a subject under investigation. A telephone clerk inadvertently forwarded the requested records directly to the subject who in turn called the matter to the attention of an attorney who over the years has attempted to thwart our investigations and embarrass this Bureau. When the attorney made inquiries of the telephone company the company, after consulting with its parent corporation, advised the attorney the request for the toll call records had been initiated by the FBI. The Bureau office was not advised of these facts until our interest had been revealed.

In view of this incident, no request may be made of any telephone company for a review of long distance telephone toll call records without prior Bureau authority. In the future, if you desire to review long distance toll call records a request under the substantive caption must be submitted for Bureau approval prior to any contact with the telephone company. Each request must include assurances that the review of the telephone company records may be accomplished with full security and that the Bureau's interest will be protected.

.. DOWNGRADED TO

**SECRET**

Per C98W57822  
Date 6/20/2016

Each Special Agent in Charge should immediately review the mechanics of current arrangements within his field office territory for the review of telephone company long distance toll call records and take any necessary steps to insure such activity can be carried out with full security and without embarrassment.

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SAC LETTER 66-34

(C) BIENNIAL REPORT ON VOLUME OF RECORDS - FEDERAL RECORDS ACT OF 1950 -- In accordance with the Federal Records Act of 1950 the Bureau is requested to furnish on a biennial basis each even-numbered year a statistical summary of its record holdings to the Department of Justice for submission to the National Archives and Records Service of the General Services Administration.

In order for the Bureau to compile this summary, each office and Seat of Government division must furnish the following statistics in the order set forth below.

- (1) Volume of records in cubic feet on hand as of 7-1-64.
- (2) Volume of records in cubic feet on hand as of 6-30-66.
- (3) Volume of records in cubic feet disposed of during the two-year period 7-1-64 to 6-30-66.

These figures should include the space reacquired as a result of conversion to shelf filing as well as space reacquired by destruction of record material. All records must be taken into consideration. Examples of nonrecord material which need not be considered are preliminary work sheets, ticklers, reference books, etc.

The Bureau is required to submit this statistical data to the Department of Justice no later than 7-20-66; therefore, the field should furnish these figures to the Bureau, Attention: Records Branch no later than 7-8-66. It is not necessary to wait until the close of the fiscal year to make the above computations.

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For your assistance, a table of equivalents is being set forth for your use in determining the volume of records requested above.

Letter-sized filing cabinets (full but workable)	1 1/2 cu. ft. per drawer
Legal-sized filing cabinets (full but workable)	2 cu. ft. per drawer
Tabulating cards	10,000 per cu. ft.
3X5 Filing case (full but workable)	1/10 cu. ft. per 12-inch drawer
4X6 Filing case (full but workable)	1/6 cu. ft. per 12-inch drawer
5X8 Filing case (full but workable)	1/4 cu. ft. per 12-inch drawer
All other equipment, including shelf filing	Cubic measure- ments of inside of container

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SAC LETTER 66-34

(D) DISSEMINATION OF INFORMATION -- Reference is made to Part II, Section 5, Item D. Subsection 6 (page 11) of the Manual of Rules and Regulations which outlines the procedure to be followed when requests are received from the courts, United States Attorneys or Government agencies for costs of Bureau investigations. It recently has been necessary for the Bureau to communicate with auxiliary offices involved in investigations and request the required data because they have not taken

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action based on the communication from the office of origin. Since there is usually a very short deadline, due to the fact that the information is to be used in court, all offices are to handle matters of this nature promptly in the future in order that the Bureau can compute costs and advise the office of origin within the required deadline, which in turn will furnish such information to the source which requested it.

Your attention is also called to the fact that requests for cost information are to be referred to the Bureau for a determination as to whether such information is available or can be furnished. As pointed out in the Manual of Rules and Regulations, in no instance should such information be furnished without prior Bureau authority.

6-7-66

SAC LETTER 66-34

(E) MONTHLY ECONOMY REPORTS ON TRAVEL AND COMMUNICATIONS COSTS-FBI FORM BOOK -- Captioned report is being discontinued after the report for the month of June 1966. However, those offices whose submissions for June are incomplete should submit final revised figures by August 15, 1966.

In lieu of such reports the Bureau intends to keep a close watch on travel costs and to require explanations from offices whose costs appear to be too high. With respect to communications costs it appears likely that we will expand the usage of General Services Administration communications facilities for long-distance messages with consequent centralized billing for such costs to the Bureau at the Seat of Government. In that event offices will have billing records of only the charges for local service and equipment in use, billed through field office by the telephone companies. The Bureau will continue to exercise the same close control over such equipment as in the past.

Offices participating in the Federal Telecommunications System will be expected to maintain records and submit quarterly reports to the Bureau showing monthly volume of long-distance traffic on that system. To assure the Bureau's expenditures for telephone and teletype message service will be maintained at the lowest level possible, you will be expected to exercise continuing administrative control over local and

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SAC LETTER 66-34

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long-distance telephone calls and use of teletype to assure that none of these facilities are used excessively; that long-distance telephone and teletype are used only when necessary and not as a substitute for the exchange of information by mail.

Forms FD-274, FD-274a, FD-275 and FD-275a should be removed from the FBI Form Book and the supply destroyed after submission of the final report for the month of June.

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SAC LETTER 66-34

(F) NATIONAL BROADCASTING COMPANY - TELEVISION PROGRAM ON CRIME CONDITIONS -- The Bureau has received information indicating that the National Broadcasting Company is preparing a three-hour special television program dealing with crime conditions in the United States which will be presented nationwide next August. It is quite possible that representatives of this program may contact local FBI offices for the purpose of gathering material.

In the event such inquiries are received by you, the representative should be treated courteously but no information should be furnished. He should be politely requested to direct his inquiry to the Bureau. You should, of course, promptly advise the Bureau if you or personnel of your office are contacted in this regard.

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SAC LETTER 66-34

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(G) BUREAU APPLICANTS - SPECIAL AGENT RECRUITMENT PROGRAM -- As a result of an extremely successful Special Agent Recruitment Program, we now have a sufficient number of qualified Special Agent applicants under consideration to fill our limited vacancies through November, 1966. For those applicants who are willing to wait for vacancies which will occur after November, 1966, I have scheduled the following classes for the remainder of fiscal year 1967: December 12, 1966; January 9, 1967; February 13, 1967; March 13, 1967; April 24, 1967; May 22, 1967; and June 26, 1967.

In view of the foregoing, you should not place under investigation any applicant who is not available for the class scheduled in December or one of the subsequent classes. On those applicants who have been favorably recommended and who are only interested in immediate employment, they should be informed that we have no existing vacancies; however, their interest will be made a matter of record. You should forward their related papers to the Bureau. In connection with those applicants favorably recommended whose papers have been forwarded to the Bureau for further consideration, specific instructions will be furnished to you concerning their processing. You should not contact any applicant currently under investigation regarding his availability date until advised to do so by the Bureau. For your information, the Bureau will continue its policy of offering appointments to applicants, found qualified, six months in advance of their availability date. A 21-day deadline should be set on investigations instituted on those applicants available for the above-mentioned classes.

(Security Letter on attached page)

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SAC LETTER 66-34

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(H) COLLECTION OF POSITIVE INTELLIGENCE INFORMATION CONCERNING CHINA -- The United States Intelligence Board (USIB) has placed China on the same priority as that of the Soviet Union in collection of positive intelligence information. The Board has pointed out to its members that a recent analysis of information collected by U. S. intelligence agencies concerning Communist China indicates a definite lack of and need for information concerning Chinese communist capabilities. In support of this need, the Board has listed ten critical questions and the present state of the U. S. Government's knowledge for each of these questions. In no instance is U. S. knowledge rated better than good and for the most part only fair to poor. Under our present program "Chinese Aliens Entering the U. S." we have an excellent opportunity to provide pertinent information in answer to some of these questions. These highest priority questions, classified "~~Top Secret~~" by USIB, are as follows:

(1) Chinese intentions as to subversive activities in non-communist world, including support of insurgency, (2) Overall development of science and technology, (3) Chinese intentions as to military action against adjacent areas, (4) Estimated Chinese response to possible U. S. courses of action, such as U. S. deployment programs in Southeast Asia, (5) Progress in development of advanced weapons, (6) Capabilities of Chinese military forces, (7) Economy, especially food-population problem, (8) Peking's relationship with other communist governments and Communist Parties, (9) MAO Tse-tung's successors, their policies, differences and stability, (10) Popular morale in China and the potential for resistance.

It is realized that the Bureau is not expected or in a position to obtain information concerning all of these questions. However, through searching interviews under our alien program we have the opportunity to provide the U. S. intelligence community information with respect to morale in China, the potential for resistance, economy, industry, education and the food-population problem.

Information developed on the above questions in any of these categories should be incorporated promptly into letterhead memorandum suitable for dissemination.

Very truly yours,

John Edgar Hoover

Director

6-7-66

SAC LETTER 66-34

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PERSONAL ATTENTION

SAC LETTER 66-35

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

June 14, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to

File No.

(A) (HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects. A copy of the changes is enclosed, and additional copies will be forwarded to your office under separate cover. The new rates are effective for transportation begun on and after June 2, 1966.

All employees of your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly. Those employees who have previously submitted vouchers for transportation and storage of household goods which commenced June 2, 1966, should be advised that supplemental vouchers should be submitted to reach the Bureau no later than August 1, 1966.

6/14/66

SAC LETTER 66-35

(B) TRAVEL - REDUCED AIR FARES -- The United States General Accounting Office by letter dated May 25, 1966, to the various Government agencies, advised that effective March 27, 1966, all of the eleven domestic trunk airlines and one local service carrier (Mohawk Airlines) reduced fares by 25 per cent for round-trip travel via their respective lines. These reduced rates are subject to certain conditions; however, in most instances they will apply to travel in any class of service except jet first-class. It is anticipated that these reduced fares will remain in effect until December 31, 1966, with a good possibility that they will be extended.

The reduced air fares are valid only on flights scheduled to depart not earlier than noon Monday and not later than noon Friday and not earlier than noon Saturday and not later than noon Sunday. In other words, the reduced fares are in effect from 12:00 noon on Monday through 12:00 noon on Friday. For the weekend, they are valid from 12:00 noon Saturday through 12:00 noon Sunday. In addition, they will not be available during holiday periods, most of the month of June, and the entire month of August. Furthermore, return travel may not start earlier than 12:01 a. m. on the Sunday following the passenger's departure from point of origin and all travel must be completed not later than midnight of the 30th day following the date the transportation commences.

Round-trip excursion fares apply only when tickets are purchased at such fares prior to departure from point of origin. Therefore, in cases where it is determined that the travel will be performed within the excursion fare period the Government Transportation Request should specify "Excursion Fare." In those instances where it is definitely known that travel will not be performed within the excursion fare period, the transportation request should specify "Regular Fare." In those instances where the round-trip commences within the excursion fare period but there is doubt as to the actual date of return, the Government Transportation Request should be issued to show "Excursion Fare." Should it develop that the return trip does not come within the excursion fare period, any difference in cost between the excursion fare and the regular fare must be paid. A Government Transportation Request may be issued to upgrade the ticket or the difference may be paid in cash and reclaimed on the traveler's expense voucher.

Notwithstanding the fact there are limitations on the applicable period for the reduced air fares it should be possible for a certain amount of official round-trip travel to be performed at the reduced fares. All employees of your office who have occasion to perform official travel are to be advised of these reduced air fares and that where possible all air travel reservations should be made to take advantage of the savings that are possible through use of the round-trip excursion tickets.

6/14/66

SAC LETTER 66-35

(C) U. S. SAVINGS BONDS CAMPAIGN -- 1966 -- The President has requested extension of the bond drive through June since the results in some agencies disclose they failed to meet the minimum 75 per cent participation rate goal. The Chairman of the drive has indicated the President's disappointment and has emphasized that the President is personally interested and daily checks charts regarding progress of agencies. Participation in this worthwhile savings program helps to stabilize the country's economy. Deductions for bond purchases under the payroll savings plan are a service which agencies provide for their employees. If all nonparticipants signed up for the minimum of \$3.75 per pay period, such action would certainly demonstrate interest on the part of employees to help the Nation as well as themselves in this patriotic endeavor. The Department of Justice announced its overall participation rate had risen to 54.9 per cent as of June 3, 1966, and that the

6/14/66.

SAC LETTER 66-35

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FBI rate had risen 52.3 per cent. It is hoped that continued improvement will be demonstrated for the balance of this month and you should insure the above facts are brought particularly to the attention of those who are now not participating. However, no pressure should be exerted.

(Security Letters on attached pages)

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SAC LETTER 66-35

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(D) INTERVIEWS OF SELECTIVE SERVICE REGISTRANTS BY ARMY REPRESENTATIVES -- Under current U. S. Army procedures, when a Selective Service registrant is called for preinduction processing at an Armed Forces Examining and Entrance Station, he is required to fill out a DD Form 398 (Statement of Personal History) and a DD Form 98 (Armed Forces Security Questionnaire). On many occasions, a registrant will qualify these forms by either listing some adverse subversive information about a relative or by listing membership on his part in an organization designated by the Attorney General. Past experience has shown that in a great number of these cases, the qualification of these forms has been the result of either an overconscientious registrant making a mistake or an apparent deliberate attempt on a registrant's part to be rejected because of a nonexistent subversive background. Past experience has also shown that when a registrant qualifies a form, processing of the individual is stopped, the registrant is sent home and often a period of months elapses before he is investigated, located, and interviewed. In most instances, the matter can be resolved by an on-the-spot interview at the Armed Forces Examining and Entrance Station.

This matter has been discussed with appropriate representatives of the Department of the Army. It was agreed that it is essential that Army continue to obtain FBI concurrence prior to conducting any investigation of registrants who have qualified or refused to complete their security forms in order not to interfere with or compromise any investigation the FBI may be conducting of the registrant or his relatives. FBI concurrence, however, is not necessary merely to conduct an interview which strives to immediately clarify and resolve a registrant's qualification of a form and/or ascertain his reasons for refusal to complete the form.

In the cases of Bureau informants who are under consideration for induction into the Armed Forces, you are instructed to continue the policy of having such individuals advise your Office of their imminent induction. In the event a problem is involved regarding the execution of required forms by an informant, the facts should be submitted to the Bureau with your recommendation as to appropriate action. In this connection, your attention is directed to Section 107P of the Manual of Instructions, captioned "Signing of Loyalty Oaths, Affidavits, and Statements."

6/14/66  
SAC LETTER 66-35

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(E) ~~C~~OMMUNIST INFILTRATION OF LABOR UNIONS -- Since its inception, the Communist Party, USA, in line with communist theory, has held labor unions to be a medium through which a nation's economy can be weakened to such an extent that communists could seize control of that nation.

During the late 1930s and early 1940s the Communist Party, USA, successfully infiltrated and developed a position of control within a number of powerful labor unions. Subsequent to this period, labor legislation was enacted which made it increasingly difficult for Party members to hold union office and which denied the services of the National Labor Relations Board to communist-infiltrated labor unions.

Recent United States Supreme Court decisions, however, have nullified the anticipated effect of such legislation. Subsequent to the November 15, 1965, Supreme Court decision which held that the membership provision of the Internal Security Act of 1950 was unenforceable, Gus Hall, General Secretary, Communist Party, USA, announced that the Party would now expand, become more active and would soon issue its new program to the American people.

Pages 46 through 50 of the draft of the "New Program of the Communist Party U.S.A." stress the importance of labor within the communist movement by cleverly pitting the "working class" against "monopoly." Analysis of this passage clearly reveals it is designed to create an unbridgeable division between the "capitalists" and the "workers" which would cause an inevitable clash with the "workers," championed by the communists, emerging victoriously.

It is anticipated that the Party's interest in regaining positions of control within labor unions in this country will be strongly stressed during the Party's forthcoming 18th National Convention, scheduled to be held in New York, New York, from June 22 through June 26, 1966.

In view of this, each office is instructed to take full cognizance of the Party's renewed interest in labor. Each office should accordingly take appropriate action necessary to achieve complete coverage of any attempts by the Party to regain positions of control within labor unions or otherwise attempt to infiltrate these unions.

6/14/66  
SAC LETTER 66-35

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The appropriate portions of Sections 87C and 87F of the Manual of Instructions should be reviewed in this regard and these instructions should be carefully followed by each office.

All pertinent information developed in this regard should promptly be furnished to the Bureau in form suitable for dissemination to interested agencies.

Very truly yours,

John Edgar Hoover

Director

Enc. for (A)

6/14/66  
SAC LETTER 66-35

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PERSONAL ATTENTION  
SAC LETTER 66-33

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

May 31, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

(A) ZIP CODE - WANTED FLYERS AND IDENTIFICATION ORDERS - ADDRESSOGRAPH -- Effective January 1, 1967, postal regulations will require that all addresses contain zip code; that no numbers, letters or characters of any kind follow the zip code number on the same line or appear anywhere below the zip code in the mailing address. This requirement is necessary since automatic scanning equipment, which the Post Office Department is in the process of installing, will not function properly unless above procedure is adhered to.

Accordingly, as of July 1, 1966, all offices should discontinue printing their local telephone number on the bottom of Wanted Flyers and Identification Orders and after above date they will be folded so as to eliminate space for this purpose. The Field Office designation letters such as AL for Albany will be permissible and are not to be removed. However, they must always be at least one line above the zip code number, preferably on the top line of the address. In eliminating the telephone number from Wanted Flyers, simply remove the separate "date plate" from the addressograph machine and destroy it.

Elimination of the telephone number from Identification Orders can be done as follows: (1) Offices using KK style plates, remove the bottom section containing the telephone number and destroy it. (2) Offices using any style plates other than KK can remove the last two lines from the rubber platen which will prevent the telephone number from printing when the Identification Orders are addressed. To do this, trim off a strip of the rubber approximately 3/8" wide from the bottom of the platen. This procedure has been followed at the Bureau for a number of years with excellent results. Any office which experiences trouble trimming and adjusting the platen should contact the local addressograph representative for assistance. It is not anticipated that it will be necessary to make new plates.

The changeover date of July 1, 1966, will enable all field offices, as well as the Seat of Government, to make required changes and adjustments prior to the effective date. All plates ordered thereafter should specify address and field office designation only. Any office encountering a problem in regard to this change should direct a request for assistance to the Bureau, Attention: Mechanical Section.

It is desired at this time that you determine the number of addressograph plates which do not show zip code and ascertain the cost to have replacement plates, with zip code, made locally. Furnish above information to the Bureau with UACB statement replacement plates will be made locally. All addressograph plates must have zip code added no later than August 1, 1966.

5/31/66  
SAC LETTER 66-33

(B) ACCOUNTING LIAISON PROGRAM -- Each office will be furnished under separate cover with two copies of a brochure, "Accounting and Auditing in the FBI," which was prepared for distribution to certain selected persons who may be able to help in obtaining recognition of FBI accounting experience as qualifying for the Certified Public Accountant Examination in various states. This material can be used by you for speeches, recruiting, and answering questions concerning accounting in the FBI. There is no objection to your furnishing copies of this brochure to selected contacts in the accounting profession if you so desire. Requests for additional copies should be made by routing slip to the Training Division.

You are also reminded that reprints of articles by me on FBI accounting may be obtained by routing slip from the Crime Records Division. Certain of these articles cover accounting matters generally while others are devoted to specific areas such as embezzlements, bankruptcies, and fraud. The latest article, "FBI Investigation of Fraud," appeared in the July, 1965, issue of "The Journal of Accountancy."

5/31/66  
SAC LETTER 66-33

(C) FBI INVESTIGATIONS IN CANADA -- SAC Letter 66-20 (B) reminded you of Bureau policy concerning investigations in Canada and discussed an incident in which this policy was not followed. As a result of this incident, the Canadian Government has forwarded to the United States Department of State the following aide-memoire, from which the name of the Special Agent involved has been deleted, relating to this matter:

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SAC LETTER 66-33

In March, 1966, according to information received by the Canadian Government, (a Special Agent) of the Federal Bureau of Investigation entered Canada to pursue an inquiry relating to the Selective Service status of Malcolm Briscoe who was then residing in British Columbia. On the basis of the information available to the Canadian Government it would appear that (the Special Agent), in pursuing this inquiry, departed from the usual practices between the Royal Canadian Mounted Police and the Federal Bureau of Investigation. It will be appreciated that an essential feature of the normal practices between the two agencies in matters of this kind is that neither agency will attempt to conduct inquiries in each other's jurisdiction without seeking permission through appropriate channels in each case and that further, as a general rule, the actual inquiry will be made by the agency having jurisdiction in the area of the inquiry. On some occasions officers of both agencies are present at a particular inquiry. These practices, which are reciprocal, do not provide for the unaccompanied conduct of an inquiry by representatives of either of the agencies in the jurisdiction of the other.

It is regrettable that on this occasion the established practices were not followed. The Canadian Government considers that it is in the mutual interests of our two Governments that in this sensitive area there be no departure from the established procedures which are designed to provide a proper framework for the essential cooperation between these important agencies of our two Governments with full respect for the authority of each agency and for the rights of the citizens of both countries.

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SAC LETTER 66-33

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(D) CONSCIENTIOUS OBJECTOR INVESTIGATIONS - SELECTIVE SERVICE MATTERS -- Prompt objective-type investigations must be conducted in Conscientious Objector cases. Organizational activity, such as Students for a Democratic Society, in protesting military action in Vietnam, has resorted to making known to all persons of draft age current regulations of Selective Service regarding draft deferments. This has resulted in a substantial increase in the number of Conscientious Objector cases.

It is imperative we develop fully all information concerning the registrant's sincerity and association with any subversive organization, individual or publication. As summaries of our investigations are furnished to Selective Service and to the registrant, extreme caution should be taken to protect our informants. Wherever possible, information from informants should be utilized for lead purposes, thereby reducing the need for classifying many reports as confidential. Information from informants can frequently pinpoint public source data and/or the identities of individuals who can furnish substantially the same information as the informant and who are available as witnesses if needed. In this connection, the Bureau has been in close contact with the Department and, by virtue of a recent Supreme Court decision, the Department is obligated to furnish to the registrant detailed information regarding our investigations. If public source material is utilized to a greater degree, it would result in the reduction of classified information and furnish far more information to Selective Service officials on which to base an opinion regarding the registrant's sincerity. All of the registrant's references, where no information exists that would preclude contact, must be interviewed to prevent any claim by the registrant that the FBI did not conduct a full, unbiased inquiry concerning his sincerity and religious beliefs. Unavailability of a reference must be set forth in the details of the report and expanded in the cover pages as necessary.

Current employment of the registrant must be ascertained. If defense-connected, the extent of participation and knowledge of registrant must be developed.

Conscientious Objector cases are not criminal investigations and complete investigations must, in all instances, reflect a clear determination of the registrant's character and good faith.

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SAC LETTER 66-33

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(E) THEFT FROM INTERSTATE SHIPMENT (TFIS) MATTERS -- The U. S. Supreme Court on May 23, 1966, in the case of the United States v. John W. Cook, ruled by unanimous decision that Section 660, Title 18, U. S. Code, encompasses embezzlement by employees of individually owned common carriers. This decision resulted from a jurisdictional statement submitted by the Department in the Cook case requesting clarification of the employee embezzlement section of the TFIS Statute.

This most recent decision by the U. S. Supreme Court will now extend our investigative jurisdiction of employee embezzlement under Section 660, Title 18, U. S. Code, to include privately owned common carriers and those owned in partnership which were previously not considered to be in violation of the TFIS Statute.

This recent Supreme Court decision should be immediately brought to the attention of all investigative personnel and appropriate liaison should be instituted with all common carriers which will now be included within the scope of our investigative jurisdiction under Section 660. Manual changes are being prepared.

(Security Letter on attached pages)

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SAC LETTER 66-33

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(F) RACIAL INFORMANTS - RACIAL MATTERS -- Recently, a field office failed to obtain prior Bureau authority in connection with the activity of a high-ranking Klan informant who resigned from his position as a Klan official and was attempting to form a new organization. His activity was not in keeping with the Bureau's over-all objectives in Klan investigations.

Obviously, high-ranking Klan informants serve a valuable purpose. Permitting them to drastically change their status affects the Bureau's Klan coverage and may affect operations being directed against the national Klan organization. In dealing with sources holding top-level positions, Agents must be alert for any situation of this type and present the full facts to the Bureau before action is taken.

In addition, you should insure that your office has a practice of keeping Agents posted on a regular basis of significant Klan developments as well as the objectives of your office in Klan investigations in order that they may operate and direct the activities of their informants in line with these objectives.

Review of correspondence reveals that some racial informants are not authenticating their reports. This indicates that they have not been indoctrinated to the degree where they have complete confidence in the FBI.

This matter must be brought to the attention of all Agents, and it should be impressed upon them that racial informants should be controlled and operated in such a manner that they develop complete confidence in the Agent who is handling them and show this confidence in their attitude toward the Bureau. One indication of confidence in the FBI would be authenticating reports.

It should be impressed upon informants through their contact with Agents that the purpose of signing a report is to afford them the opportunity to insure that the data furnished has been recorded accurately. In addition, the confidential nature of the FBI files and the security precautions the Bureau takes to protect information should also be impressed upon them.

Special Agents not only should collect information from informants, but also should be aware of their activities and maintain a close relationship in order to know what the informants are thinking with regard to Bureau

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SAC LETTER 66-33

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matters. Activities since the previous contact should be carefully reviewed to make certain informants furnish in writing or verbally all information they have obtained since the last contact.

A review of recent correspondence indicates greater care regarding the following would expedite the handling of informant mail.

(1) In connection with recommendation to remove an individual from probation, it is necessary for your office to satisfy itself through investigation and contacts that the informant is not a plant and can be operated in the future without danger of embarrassment to the Bureau. A statement to this effect must be included in your communication.

(2) In payment letters, previous payments for services and expenses should be broken down to show the amounts paid for each.

(3) In the progress letters under "Number of Written and Oral Statements Submitted," it is only necessary to show the actual number of each. Details regarding each report are not desired. A summary of the contents of the reports should be set out under the heading "Summary of Information Furnished."

(4) Insure that your payment letters contain a statement as to what percentage of the information furnished has been verified through other sources.

(5) Insure that payments are made in direct proportion to the value of the information furnished. In addition, informants should be paid in such a manner that they clearly understand they are being paid on a C.O.D. basis and not on a salary basis.

Each Special Agent should realize the importance of this operation. Proper handling of an informant requires that he be given close supervision and control. It also requires positive thinking in order that the Bureau will

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SAC LETTER 66-33

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receive the full value of the informant's potential. Special Agents must employ imagination and ingenuity to insure these sources are strategically placed and properly guided to obtain the data the Bureau requires to fulfill its responsibilities in the racial field.

Very truly yours,

John Edgar Hoover

Director

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SAC LETTER 66-33

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PERSONAL ATTENTION  
SAC LETTER 66-30

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

May 17, 1966

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

(A) CRIMINAL INVESTIGATIONS -- Your attention is directed to the diversion by U. S. Attorneys of subjects in Bureau cases to local and military authorities for prosecution. In the event local or military authorities fail to follow through with prosecution, the offender will not be punished for his criminal activity.

In an effort to determine the extent of this situation the Bureau desires the following procedure be initiated by each office on a trial six-month basis.

At the time of presentation of a case to the U. S. Attorney and where he declines prosecution in favor of local or military handling, an expression is to be secured from him as to whether in the event local or military prosecution is not initiated he will reconsider his declination. If he agrees, the case is to be maintained in a pending status until prosecution by local or military authorities is completed. Should these authorities not take action after the subject is turned over to them for handling, the U. S. Attorney is to be recontacted in line with his previous commitment to reconsider.

This procedure is to be kept in effect for a period of six months from the date of this SAC Letter. At the expiration of this period the Bureau is to be advised of the results of this procedure including the identity of specific cases where U. S. Attorneys subsequently authorize upon recontact. Your recommendations are also to be submitted as to whether such procedure should be instituted on a permanent basis.

Very truly yours,

John Edgar Hoover

Director



PERSONAL ATTENTION  
SAC LETTER 66-41

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

July 5, 1966

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

(A) ARRESTS - SEARCHES AND SEIZURES - CONFESSIONS -- The rules laid down by the Supreme Court on June 13, 1966, in *Miranda v. Arizona*, and companion cases, concerning statements relating to guilt taken from an accused, suggest the possibility of fewer admissible statements, fewer pleas of guilty and more cases going to trial. If this happens, we may expect more frequent defense challenges to the legality of our arrests and the reasonableness of our searches and seizures. Aside from confessions, the arrests and searches are the principal points of defense attack in criminal cases.

With respect to searches and seizures, all field Agents were given special training in their offices during 1965 as instructed in SAC Letter 65-40. Additionally, written material on this subject has been given to all offices in Training Document No. 61 entitled "The Federal Law on Search and Seizure," and in the recent pamphlet on "Search of the Person" which reprinted articles from the FBI Law Enforcement Bulletin. All of this material should be constantly available to investigative personnel; it contains nothing of a classified nature.

As to the law of arrest, a study of 100 recent arrest cases heard in the Federal courts, chosen at random, revealed that in two-thirds of those cases the principal question at issue, or the only question, was probable cause for the arrest. More specifically, in cases of arrest without a warrant, did there exist, at the moment of arrest, sufficient information to justify the conclusion of the officers that the accused had committed a crime? Or, in case of arrest with a warrant, did the complaint on which the warrant was based state, on its face, facts sufficient to show probable cause? The conclusion is obvious; special attention must be given to this subject. The law-trained Special Agents who attended the Specialized Legal In-Service which opened on June 13, 1966, have been given special training, with a text, on probable cause as it applies to all arrests, affidavits for search warrants, and searches of mobile vehicles on probable cause. You are hereby instructed that these Agents, assisted if necessary by those who have attended either of the two previous Specialized Legal In-Service classes, are to give all Agents of your office special instructions in probable cause, in addition to a discussion of the new rule concerning statements relating to guilt. Follow generally the plan outlined in SAC Letter 65-40, mentioned earlier.

A minimum of four hours of instruction must be given. Most of the time is to be spent on probable cause. The rule on statements regarding guilt is important but it does not differ substantially from long-standing practice of this Bureau (see SAC Letter 66-38), and certain questions left unanswered by the Court must necessarily be resolved by subsequent court decisions and advice from the Department.

Initiate this instruction promptly, complete it by September 1, 1966, and advise the Bureau by letter, Attention: Training Division, on completion.

You are instructed also that, effective immediately, for all complaints for arrest warrants and affidavits for search warrants, the Agent must prepare a written statement of sufficient facts of probable cause and have it checked by the United States Attorney or an assistant before filing with the United States Commissioner. Agents outside headquarters city may check the wording of their complaint or affidavit with the United States Attorney when obtaining permission to file. See SAC Letters 58-44 (B), 58-49 (F), 58-60 (G) and 58-80 (D) which were written after the Supreme Court reversed a conviction in a narcotics case because the complaint for the arrest warrant failed to state probable cause. At that time the Department instructed all United States Attorneys, on September 22, 1958, to review complaints filed by Federal officers to make sure that probable cause was stated. If any United States Attorney, or assistant, refuses at this time to review your complaints and affidavits, advise the Bureau promptly in all necessary detail and we will ask the cooperation of the Department in reissuing their instructions.

7-5-66

SAC LETTER 66-41

(B) TRAINING - POLICE - LEGAL MATTERS -- In view of recent Supreme Court decisions which have a profound effect upon the workaday duties of law enforcement officers, it is imperative that they understand and abide by those rulings. Our field police training program affords Bureau an excellent forum through which we may alleviate the confusion encountered by police in attempting to comply with current rulings regarding arrests, interrogations, and searches and seizures.

7-5-66

SAC LETTER 66-41

- 2 -

With completion of the recent Specialized Legal In-Service, Bureau has an enlarged corps of police instructors on legal topics and it is your responsibility to insure maximum use of their training. Instruction in the legal field should be an integral part of your over-all police training program. You may schedule specialized schools on local and/or regional bases or incorporate the instruction into Basic, Recruit, In-Service, et cetera, schools. The instruction should include the three elements: Probable Cause for Arrest, Due Process in Criminal Interrogation, and Search and Seizure.

A competent, well-trained force of police officers is a potent force in obviating allegations of improper performance by law enforcement representatives. Providing instruction on above-mentioned topics is an area in which Bureau does, and must continue to, excel. You should make certain your division takes an aggressive stand in furnishing instruction in this field.

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SAC LETTER 66-41

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(C) BUREAU INVESTIGATIONS IN NATIONAL FIREARMS ACT AND FEDERAL FIREARMS ACT MATTERS -- It appears necessary to reiterate the Bureau's instructions as set forth in SAC Letter #65-10, dated 3/9/65, and captioned, "(B) INVESTIGATION OF RACIAL MATTERS AND HATE GROUPS - CRIMINAL VIOLATIONS."

Information that is received by the Bureau concerning possible violations of the National Firearms Act or Federal Firearms Act relating to any investigation over which the Bureau has primary investigative jurisdiction is to be immediately investigated by the Bureau. This will include information of National or Federal Firearms Act violations developed during racial investigations, Klan and other hate-type groups. These cases are not to be referred to Alcohol and Tobacco Tax Division (ATTD) for it to investigate; however, there will be instances where it will be necessary to advise ATTD of the fact that the Bureau is conducting a National Firearms Act or Federal Firearms Act investigation.

Information concerning convictions obtained by the Bureau in National and Federal Firearms Act cases is still to be disseminated in appropriate form to your local office of the ATTD.

(Security Letter on attached pages)

7-5-66

SAC LETTER 66-41

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(D) HARASSMENT OF BUREAU AGENTS BY THE KLAN - RACIAL MATTERS (KLAN) -- There is every indication that the Klan is continuing and, in fact, increasing its efforts to harass and intimidate the Special Agents conducting racial and Klan investigations. This harassment ranges from open hostility and verbal abuse to activities which border on physical assault.

Recently, Agents conducting surveillance of a klansman were involved in an accident which was apparently intentionally caused by a car being driven by a klansman. Fortunately, no injuries resulted.

On other occasions, telephone conversations between klansmen and Special Agents were recorded as well as interviews between klansmen and our Agents. Our informants advise that the Klan has discussed such things as causing accidents to Bureau cars, threatening to shoot Agents who come onto the property of a klansman, and putting sugar in the gas tanks of Bureau cars. In addition to the above, the Klan has discussed in the past, and is still contemplating, other tactics which may cause embarrassment or possibly physical harm to the Special Agents.

I am cognizant of the hostility which exists in certain areas of the country because of the Bureau's involvement in enforcing civil rights legislation and conducting investigations concerning Klan organizations. It is obvious that our intensive investigations are hurting the Klan. We have been effective in penetrating the various Klan organizations and this success must be continued. Our investigations must not be lessened; however, we should be alert to the Klan's attempts to embarrass the Bureau in order that appropriate action can be taken to nullify these attempts.

You are reminded that telephone conversations and interviews of klansmen are to be conducted under secure conditions and in a business-like manner which will leave no possibility of any embarrassing repercussions. In addition, you should be alert for any actions on the part of the Klan to harass Agents and appropriate steps should be taken to thwart these attempts.

The Bureau should be notified immediately in all instances where information is received concerning plans of the Klan to harass Agents.

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At such time as the Klan carries out a harassment tactic, advise the Bureau and indicate what steps you recommend should be taken. It is recognized that in some situations good judgment would dictate no retaliation. Of course, you should be aware that klansmen who violate certain Federal laws such as assault, interfering with or threatening a Federal officer and destruction of government property should be handled in accordance with the policy governing these statutes. In addition, you should be cognizant of proposed violations of local statutes and action should be taken in cooperation with authorities having jurisdiction over these statutes.

As our intensive investigations are continued in the Klan, civil rights, and racial matters fields, you may expect that there will be corresponding efforts by the Klan to retaliate against the Bureau and its Agents. Be ever alert for these possibilities, use good judgment, and take whatever action is reasonable under the circumstances in line with Bureau policy.

Very truly yours,

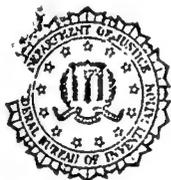
John Edgar Hoover

Director

7-5-66

SAC LETTER 66-41

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

July 22, 1966

RE: TELEPHONE CALL TRACING

The Bell System has undertaken a comprehensive program to combat use of the telephone for annoyance calls of all types. As part of this program, American Telephone and Telegraph Company has directed the Operating Companies of the Bell System to abandon the past generally negative attitude regarding call tracing and to implement a positive aggressive policy directed toward identification of calling lines from which annoyance calls are made. Particular emphasis has been placed on the need to successfully trace those telephone calls which are abusive, harassing, obscene or threatening to life or property.

In order that you will be aware of the scope of the Bell System annoyance call program and alert to publicity which may result from it, the major facets of the program are being set forth for your information.

Specifically, the program calls for: (1) Training of telephone company personnel to handle annoyance call complaints; (2) establishment of administrative procedures for handling operational, legal and technical problems which may arise in processing of any annoyance call complaint; (3) use of trained technicians and all available technical aids in tracing annoyance calls to their source; (4) prosecution of offenders in jurisdictions where criminal statutes are violated; and (5) publicizing the program by newspaper articles and by a national advertising campaign to begin in the immediate future.

Officials of American Telephone and Telegraph Company have advised that they have no new device, equipment or technique to automatically insure the successful identification of a calling line in the different types of switching equipment used or to automatically effect a call trace between different exchanges in metropolitan areas. Call tracing must still be accomplished by the application of those call tracing aids particularly suited to a local telephone system and to the equipment used in it.

American Telephone and Telegraph Company has taken steps to insure that each local telephone unit of the Bell System does have available the best suited aids for its call tracing applications. It has evaluated the many devices designed to aid in call tracing and has supplied the Operating Companies

with descriptions, specifications, limitations, installation instructions and sources of supply for the devices recommended for Bell System use. This has enabled each Operating Company to select those devices most applicable for use with its equipment and to have available for use those call tracing aids which most increase the probability of successful identification of calling lines.

With the application of the best currently available call tracing devices and techniques, call tracing still remains a technically difficult and uncertain operation. However, the new impetus given to call tracing under the Bell System annoyance call program, the use of best available technical aids to call tracing and training of telephone company technicians in call tracing procedures should result in an increased call tracing capability in Operating Companies of the Bell System. You should be alert to any change in call tracing capability which may result in local Bell System Operating Companies in your area and should be guided accordingly in investigative situations which might warrant attempts to trace the source of telephone calls.

Very truly yours,

John Edgar Hoover

Director

7/22/66

NO NUMBER SAC LETTER 66-A

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In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
SAC LETTER 66-44

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

July 18, 1966

WASHINGTON, D.C. 20535

(A) FRED B. BLACK, JR. - ANTIRACKETEERING -- There is attached for your information a copy of the Supplemental Memorandum filed by the Department of Justice with the United States Supreme Court on July 13, 1966, in captioned case. In the event any inquiries are directed to you in connection with this matter, you should make no comment but direct the inquirer's attention to that portion of Page 3, paragraph 1, of the Supplemental Memorandum which cites Department of Justice authorization to the FBI for listening devices in the following words:

"Under Departmental practice in effect for a period of years prior to 1963, and continuing into 1965, the Director of the Federal Bureau of Investigation was given authority to approve the installation of devices such as that in question for intelligence (and not evidentiary) purposes when required in the interest of internal security or national safety, including organized crime, kidnappings, and matters wherein human life might be at stake. Acting on the basis of the aforementioned Departmental authorization, the Director approved installation of the device involved in the instant case."

Very truly yours,

John Edgar Hoover

Director

Enc.

IN THE SUPREME COURT OF THE UNITED STATES

OCTOBER TERM, 1966

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No. 1029, October Term, 1965

FRED B. BLACK, JR., PETITIONER

v.

UNITED STATES OF AMERICA

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SUPPLEMENTAL MEMORANDUM FOR THE UNITED STATES

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This supplemental memorandum is submitted in response to this Court's order of June 13, 1966, requesting "a response from the Government in this case, not limited to, but directed in particular toward the kind of apparatus used by the Government; the person or persons who authorized its installation; the statute or Executive Order relied upon; the date or dates of installation; whether there is in existence a recording of conversations heard; when the information concerning petitioner came into the hands of any attorney for the government and to which ones, as well as what use was made of the information in the case against petitioner."

1. The listening device referred to in our memorandum of May 24, 1966, was a tubular microphone which was installed through the common wall of a room adjoining the suite occupied by petitioner at the Sheraton-Carlton Hotel in Washington, D. C. The microphone extended through the six-inch common wall and one-fourth of an inch into the one-half inch molding of petitioner's suite. It was

installed on the afternoon of February 7, 1963, and agents of the Federal Bureau of Investigation began to monitor conversations in petitioner's suite on the afternoon of the following day. The installation was removed and the monitoring was terminated on April 25, 1963.

No recording of any portion of the monitored conversations exists today. The assignment of the monitoring agents was to keep a contemporaneous log in which were summarized the conversations in petitioner's suite. A tape recorder was available and was used to record particular conversations whenever a monitoring agent felt that such a recording would be helpful in preparing his summaries. After the summaries were prepared, the used tape was erased.

While none of the recordings are, consequently, available today, the handwritten notes of the monitoring agents do exist. These notes summarize the conversations and, in some instances, contain excerpts from conversations.

2. No specific statute or executive order was relied upon in the installation of the listening device in question. Under 5 U.S.C. 300, the Attorney General has the authority to appoint officials for the detection and prosecution of crimes against the United States. In carrying out this responsibility, Attorneys General have delegated to the Director of the Federal Bureau of Investigation the duty to gather intelligence, to investigate violations of federal laws, and to collect evidence in cases in which the United States is or may be a party. See 28 C.F.R. § 0.85 (1966 rev.).

An exception to the general delegation of authority has been prescribed, since 1940, for the interception of wire communications, which (in addition to being limited to matters involving national security or danger to human life) has required the specific authorization of the Attorney General in each instance. No similar procedure existed until 1965 with respect to the use of devices such as those involved in the instant case, although records of oral and written communications within the Department of Justice reflect concern by Attorneys General and the Director of the Federal Bureau of Investigation that the use of listening devices by agents of the government should be confined to a strictly limited category of situations. Under Departmental practice in effect for a period of years prior to 1963, and continuing into 1965, the Director of the Federal Bureau of Investigation was given authority to approve the installation of devices such as that in question for intelligence (and not evidentiary) purposes when required in the interest of internal security or national safety, including organized crime, kidnappings and matters wherein human life might be at stake. Acting on the basis of the aforementioned Departmental authorization, the Director approved installation of the device involved in the instant case.

Present Departmental practice, adopted in July 1965 in conformity with the policies declared by the President on June 30, 1965, for the entire federal

establishment, prohibits the use of such listening devices (as well as the interception of telephone and other wire communications) in all instances other than those involving the collection of intelligence affecting the national security. The specific authorization of the Attorney General must be obtained in each instance when this exception is invoked.

3. The information concerning petitioner obtained by the monitoring agents was submitted to their superiors in the Federal Bureau of Investigation in the form of the logs previously mentioned. Some of this information was then incorporated into two reports and two memoranda captioned "anti-racketeering" since these dealt with petitioner's possible affiliation with organized criminal activity in the United States. <sup>\*/</sup> The reports, dated April 17, 1963, and July 12, 1963, were transmitted by the Federal Bureau of Investigation to the Criminal Division of the Department of Justice, and the memoranda, dated April 5, 1963, and April 9, 1963, were sent to the Attorney General with copies to the Criminal Division. The date on which the April 1963 report was received by attorneys in the Organized Crime and Racketeering Section is not known, but it was transmitted to the Office of the Assistant Attorney General in charge of the Criminal Division, where it was received on November 6, 1963. The July 1963 report was received in the Organized Crime & Racketeering Section on August 2, 1963, and in the Office of the Assistant Attorney General in charge of the Criminal Division on October 28, 1963. The

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<sup>\*/</sup> Recital of these facts is not intended to suggest that any wrongdoing on the part of petitioner was uncovered by the monitoring.

memoranda were received in the Office of the Attorney General on April 5 and April 9, 1963, respectively.

Neither the reports nor the memoranda were seen by attorneys of the Tax Division responsible for the prosecution of the tax evasion charges against petitioner until January 1964 when, in preparing for trial, they requested from the Criminal Division such material as the latter possessed concerning petitioner. The F.B.I. reports and memoranda were included in the material transmitted pursuant to this request. They were received and examined by the Tax Division attorneys some time between January 31, 1964, and April 15, 1964, when petitioner's trial began.

The bulk of the information contained in the reports had been obtained from sources other than the monitoring. Neither the reports nor the memoranda indicated that any portion of the information was derived from a listening device.

The Tax Division attorneys found nothing in the F.B.I. reports or memoranda which they considered relevant to the tax evasion case. No information from these reports or memoranda (whether obtained from the listening device or from any other source) was used by government counsel in petitioner's tax-evasion trial. The charges against petitioner in this case were based upon his failure to include in his income tax returns for 1956 through 1959 certain specific items of income. The proof that petitioner had received these items in those tax years was obtained not by the Federal Bureau of Investigation but by agents of the Internal Revenue Service in an investigation begun in the spring

of 1960 and concluded late in 1962. On December 12, 1962, the Internal Revenue Service referred the case to the Tax Division of the Department of Justice for criminal prosecution. All evidence produced by the government at petitioner's trial was detailed in an accompanying report of the Internal Revenue Service. Neither additional evidence nor any lead to additional evidence was obtained from the F.B.I. reports and memoranda.

In connection with an inquiry on an unrelated matter, the F.B.I. informed the Attorney General and the Criminal Division in late August 1965 that a listening device had been installed in petitioner's hotel suite. The logs were then obtained and reviewed within the Criminal Division in connection with the unrelated matter. However, the fact that conversations between petitioner and counsel whom he had then retained had been overheard was not noted by any attorney in the Department of Justice until after April 21, 1966, when the logs were again examined, this time by attorneys in the Tax Division who were familiar with the history of petitioner's case. They completed their review in early May and brought this fact to the attention of the Attorney General. At his direction, the Solicitor General was advised on May 10, 1966, that a listening device had been in operation in petitioner's hotel suite and that such conversations had been overheard, and our memorandum of May 24, 1966, was accordingly filed in this Court.

Respectfully submitted,

THURGOOD MARSHALL,  
Solicitor General.

JULY 1966.



PERSONAL ATTENTION  
SAC LETTER 66-45

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

July 19, 1966

WASHINGTON, D.C. 20535

(A) QUALITY WITHIN-GRADE INCREASES - FISCAL YEAR 1966 -- You are advised that during the fiscal year 1966 the Bureau granted 770 quality within-grade increases to its employees.

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SAC LETTER 66-45

(B) "THE PRINCIPLES OF INTERVIEWING AND INTERROGATION," TRAINING DOCUMENT #70 - INVENTORY -- This training document was printed and distributed to the field during June, 1965. At the time it was written, this document met all tests of both law and accepted ethics of interrogation. However, due to changes made by the Supreme Court in both of these areas in the Miranda decision on June 13, 1966, this document is now out of date.

In view of this, all copies of this training document are being recalled.

You are instructed to immediately return to the Bureau, attention Training Division, all copies of this document previously furnished your office. You should also instruct your police instructors in legal matters to review and revise all police training lecture outlines which were prepared on the basis of this document. Also submit necessary inventory adjustment.

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SAC LETTER 66-45

(C) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after July 11, 1966.

All employees of your office who have occasion to submit vouchers for the transportation and storage of household goods and personal

effects should review the new rates to insure that vouchers are submitted correctly. Those employees who have previously submitted vouchers for transportation and storage of household goods which commenced July 11, 1966, should be advised that supplemental vouchers should be submitted to reach the Bureau no later than September 1, 1966.

7-19-66

SAC LETTER 66-45

(D) PERFORMANCE RATINGS - SEPARATION -- Effective immediately ratings should not be prepared on employees separating from the service except when separation is for military reasons. When processing separation of other employees, in lieu of preparing a separation performance rating, the Report of Exit and Separation should clearly indicate if there has been any substantial change in employee's work performance record since submission of the last performance rating. If so, the current adjective rating and basis for the change should be set forth on that form. In those rare instances when no performance rating had been prepared prior to separation, bear in mind that employees entering on duty are given an entrance official rating of Satisfactory.

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(E) BUREAU APPLICANTS - CLERICAL APPLICANT RECRUITMENT PROGRAM -- On January 28, 1966, by SAC Letter 66-7 you were advised of the Bureau's concern over the number of appointments declined and steps to be taken by you in this matter. A recent survey of clerical appointments for employment at Seat of Government offered and declined revealed the following main reasons given by the applicants: (1) To accept other employment; (2) To continue education; (3) Appointee decided not to come to Washington, D. C.; (4) Parents refused to allow appointee to come to Washington, D. C.; (5) Financial reasons; (6) Marriage.

In order to keep our appointments at the highest possible level of acceptance it is imperative that interviews of prospective applicants be well planned and most penetrative. Any weakness or indecision on the part of an applicant should be developed during interview. It is realized that many fields of employment are now available to above-average applicants and it should be clearly established at the outset whether or not an individual is sincerely interested in working for the Bureau or merely making application to have another iron in the fire. In those instances where there is doubt due to the youth of the applicant, you should consider contacting the parents to insure they are agreeable to allowing the applicant to leave home and work in Washington, D. C. Misconceived ideas and ill-formed opinions of living conditions in metropolitan Washington should be refuted. Educational opportunities and attendant costs, as well as costs of supporting himself until he receives his first salary check, should be thoroughly discussed. The above are not the only reasons given for declining appointment; however, these are being set out for your guidance.

The above matters should be brought to the attention of all personnel processing applicants to insure that problems existing at the time of interview are resolved during the interview.

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(F) BUREAU APPLICANTS - CLERICAL RECRUITMENT PROGRAM - PERMANENT QUOTAS -- The following permanent quotas have been established to become effective October 1, 1966:

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Albany	3	Houston	3	New Orleans	2
Atlanta	5	Indianapolis	4	New York City	6
Baltimore	10	Jackson	2	Norfolk	3
Birmingham	2	Jacksonville	3	Oklahoma City	3
Boston	4	Kansas City	4	Omaha	3
Buffalo	3	Knoxville	5	Philadelphia	10
Butte	2	Little Rock	5	Phoenix	1
Charlotte	7	Louisville	8	Pittsburgh	16
Chicago	4	Memphis	4	Richmond	8
Cincinnati	10	Miami	3	Saint Louis	3
Cleveland	5	Milwaukee	4	Salt Lake City	1
Columbia	4	Minneapolis	4	San Antonio	2
Dallas	2	Mobile	2	Savannah	4
Denver	4	Newark	4	Springfield	5
Detroit	4	New Haven	4	Tampa	5

The above-revised quotas were given thorough consideration and will provide an even flow of qualified applicants to meet anticipated vacancies at Seat of Government. If wholehearted participation is given to this program by each office, it should not be necessary to double the quota at any time, barring any unforeseen emergency, thus allowing each office a higher consistency in assignment of personnel. Since the quotas will not go into effect until October 1, 1966, you will have ample time to formulate your recruitment program bearing in mind that appointments may be offered six months in advance.

Each quota office will be held directly responsible to insure the success of this program. I want to clearly emphasize that those offices not designated as quota offices still have the responsibility of procuring applicants for employment at the Seat of Government. This matter will be closely supervised at Seat of Government and will be analyzed during the inspection of each office.

(Security Letters on attached pages)

(G) COMMUNIST PARTY, USA -- The 18th National Convention of the Communist Party, USA, was held in New York City, June 22-26, 1966. I want to direct your attention to the significance of the Convention as it relates to our investigations of communist activities.

The very fact that the Convention was held--the first one since 1959--denotes the feeling of communists that the time has come for them to resume operations openly and boldly. The pervading mood of those who attended the Convention was one of optimism based on the conviction that the political climate is ripe for radicalism.

The effect of the Convention on the Communist Party was important in several ways. It assured a continuing leadership dedicated to Soviet interests; it tightened the framework of Party organization; it established greater unity of purpose in regard to objectives; it gave birth to a youthful cadre demanding a greater voice in Party affairs and advocating a more militant role for the Party; and it originated a number of programs aimed at increasing the Party's membership and influence.

As a result of the programs adopted at the Convention, we can expect the Communist Party to (1) intensify efforts to infiltrate labor unions; (2) inject itself openly into civil rights struggles; (3) increase participation in antiwar demonstrations; (4) expand relationships with elements of the so-called New Left movement in the United States; and (5) exploit grievances of campus groups and minority segments to a greater degree for the purpose of gaining new supporters and increasing communist influence.

The intensified communist activity that can be expected represents both a challenge and an opportunity. All offices must be prepared to insure that the increased activities are adequately covered and reported. This can best be accomplished by seizing the opportunity to develop new informants as the Party steps up its recruitment efforts. In this regard, a significant increase in the number of informants in the Communist Party should be made within the next year. In addition, greater stress should be placed on disruptive efforts aimed at the Communist Party through our Counterintelligence Program.

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In short, you must be fully aware of the fact that the Communist Party is going to move aggressively now on the national scene. I expect you to counter this move with an imaginative approach and to be particularly alert to communist efforts to expand influence in political groups, labor unions, civil rights groups, and on the campuses.

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SAC LETTER 66-45

(H) SOVIET DIPLOMATIC ACTIVITIES - INTERNAL SECURITY - RUSSIA -- Instructions in Manual of Rules and Regulations, Part II, Section Nine, page 12, indicate that five copies of reports should be submitted to Bureau in classification 105 except in reporting coverage of travel by Soviet-bloc personnel who engage in activity of interest to one of the military agencies. These circumstances require submission of eight copies of reports.

Manual of Rules and Regulations, Part II, Section Four, page 35, indicates that in submitting data in nonprosecutable cases in classifications 65 and 105, number of copies of letterhead memoranda should be governed by the dissemination required. In most instances, field is not cognizant of what dissemination will be made of information furnished by Bureau. Frequently information is contained in communications submitted by the field which would be of obvious interest to other agencies such as Atomic Energy Commission, United States Information Agency, and National Security Agency; therefore, you should thoroughly analyze the content of communications submitted to insure that sufficient copies are being made available so that Bureau may fulfill its dissemination responsibilities without effecting reproduction of the communications. If any doubt exists in this regard, it should be resolved in favor of submitting extra copies of the communication. Continuing interest by military organizations and other Government agencies in the activities of personnel assigned to the Office of the Soviet Military, Naval, and Air Attaches, indicates necessity to furnish ten copies of communications submitted concerning the activities of these persons in the future. Similar interest by other agencies of the Government in activities of Soviet correspondents and persons assigned to the Press Department of the Soviet Embassy, makes it necessary to furnish eight copies of communications concerning these persons in the future.

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You should insure that all personnel handling investigations of this type are aware of the above requirements and copies of communications furnished in the future should be submitted with due regard for these instructions. This action will appreciably reduce the amount of reproduction of communications by Bureau in order to fulfill our dissemination requirements.

Manual revisions are being prepared and will be forwarded under separate cover.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (C)



PERSONAL ATTENTION  
SAC LETTER 66-50

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 9, 1966

In Reply, Please Refer to  
File No.

(A) INSPECTIONS - RATINGS -- For your information, I have instructed that henceforth inspection ratings will be Excellent, Very Good, Fair and Unsatisfactory. This is because I consider a rating of Good as being a trend toward Unsatisfactory.

I hold each Division Head and each Special Agent in Charge responsible for maintaining all phases of our operations from Very Good to Excellent. I will expect nothing less.

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SAC LETTER 66-50

(B) FEDERAL RULES OF CRIMINAL PROCEDURE -- The new Federal Rules of Criminal Procedure became effective July 1, 1966. Printed copies of the Rules are being obtained and will be distributed to all offices. The Department of Justice is issuing no instructions concerning the new Rules at this time preferring to wait to see what problems arise in this regard. Any difficulties encountered as a result of the operation of the new Rules should be reported to the Bureau by appropriate communication.

For your further information, there are set out below analyses of the new material appearing in the Rules which appear to be most pertinent to the work of this Bureau.

RULE 4 WARRANT OR SUMMONS UPON COMPLAINT

(a) Issuance

The probable cause necessary for the issuance of a warrant formerly had to be shown in the complaint. This amendment provides that probable cause may be shown in the complaint or in an affidavit to be filed with the complaint. This change is consistent with the instructions in SAC Letter 66-41 (A).

## RULE 16 DISCOVERY AND INSPECTION

The right of the defendant to examine and copy information and objects in the possession of the government before trial has been expanded by amended rule 16. The court may order the attorney for the government to permit the defendant to inspect and copy or photograph relevant (1) written or recorded statements or confessions made by the defendant (2) results or reports of physical or mental examinations, and of scientific tests or experiments made in connection with the particular case and (3) recorded testimony of the defendant before a grand jury.

The court also may order the attorney for the government to permit the defendant to inspect and copy or photograph books, papers, documents, tangible objects, buildings or places, upon a showing of materiality to the preparation of his defense and that the request is reasonable. This rule does not apply to investigative reports, memoranda, other internal government documents or to statements made by witnesses.

The net effect is to permit the defendant access to government-held recordings of his own statements, items of physical evidence, and the results of certain tests and examinations before their introduction at trial. Where such inspection is ordered, it will be incumbent upon the custodian of the items to assure that their condition is not altered in any way.

The new rule also provides that upon a sufficient showing the court may at any time order that the discovery or inspection be denied, restricted or deferred, or make such other order as is appropriate. The government may make a sufficient showing in the form of a written statement to be inspected by the court in camera.

The government also may be granted discovery. If the court has ordered the government to make available certain objects and information under this rule, the court may condition its order by requiring that the defendant permit the government to inspect and copy or photograph scientific or medical reports, books, papers, documents, tangible objects, or copies or portions thereof, which the defendant intends to produce at trial and which are in his possession, custody or control, upon a showing of materiality to

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the preparation of the government's case and that the request is reasonable. This does not require production of reports, memoranda, or other internal defense documents. In addition, production is not required of statements made by the defendant, or statements made by government or defense witnesses, or by prospective government or defense witnesses to the defendant.

**RULE 20      TRANSFER FROM THE DISTRICT FOR PLEA AND SENTENCE**

**(a) Indictment or Information Pending**

The amended rule provides for disposition of the case on a plea of guilty or nolo contendere in the district in which the defendant was arrested or in which he is held. A defendant already in custody may, therefore, request transfer of Federal charges pending against him in another district.

**(b) Indictment or Information Not Pending**

This new subsection to the rule provides for the defendant arrested on a warrant issued on a complaint in a district other than the district of arrest to have his case disposed of in the latter district by entering a plea of guilty or nolo contendere. The defendant is permitted to waive indictment and to enter a plea to an information.

**(d) Juveniles**

A juvenile arrested or held in a district other than the one in which the offense was committed may consent to be proceeded against as a juvenile delinquent in the district in which he is arrested or held.

**RULE 32      SENTENCE AND JUDGMENT**

**(c) Presentence Investigation**

**(2) Report**

This subsection as amended provides that the court, before imposing sentence, may disclose to the defendant or his counsel all or part

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of the material contained in the report of the presentence investigation. Since this report will contain information such as the defendant's prior criminal record, his characteristics, financial condition, and the circumstances affecting his behavior there is a possible danger that such disclosure would uncover confidential sources used. Requests for information for the presentence report received from the probation officer should be appropriately complied with so as to provide the necessary facts without disclosing confidential information or sources.

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SAC LETTER 66-50

(C) DREW PEARSON - FALSE COLUMN REGARDING FBI AND FRANCES KNIGHT -- Attached are (1) a copy of the syndicated column by Drew Pearson which appeared in the August 4, 1966, edition of "The Washington Post and Times Herald" and (2) a copy of the letter dated August 5, 1966, which I have sent to Mr. Fortune Pope, President of the Bell-McClure Syndicate, protesting against Pearson's irresponsible reporting. If you receive inquiries regarding Pearson's column and/or the letter purportedly written to me by Miss Frances Knight of the State Department, you may use the material in the second paragraph of my letter of August 5, 1966, in answering them. Furthermore, you may point out that the "Congressional Record" for April 5, 1966, contains a letter written by Secretary of State Dean Rusk clearly showing that the State Department was not asked to conduct an investigation or surveillance of Harvard Professor H. Stuart Hughes--as Pearson asserts.

(Security Letter on attached pages)

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SAC LETTER 66-50

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(D) RIOTS AND DISTURBANCES -- No area of the country has escaped unrest and turbulence based on racial and ethnic considerations. Outbreaks ranging from minor disturbances to major violence and actual riots accompanied by looting, arson, and attacks on law enforcement and constituted authority have occurred in such places as Cleveland, Ohio, and Chicago, Illinois.

With the hot month of August upon us and Labor Day approaching, the tenor of the times is heavy with the threat of similar outbreaks in many parts of the Nation. For the Bureau to carry out its urgent and pressing responsibilities in the extremely critical racial situation, it is essential that we be completely knowledgeable of the over-all racial situation, trouble spots, and any indications of outbreaks of violence.

As you were previously informed, I am holding each Special Agent in Charge personally responsible to see to it that all necessary arrangements are made to insure that he will be apprised in advance of all racial developments in his territory which clearly point to the possibility of mob violence and riotous conditions. To accomplish this, you must continue to maintain a constant and effective check on existing racial conditions and developments through your racial, criminal, and security informants and through your other sources and liaison contacts. You should see to it that you have the necessary informant and source coverage to stay on top of the situation.

I wish to reiterate the importance of giving your sources and informants specific assignments to obtain in advance information concerning racial developments, organizational activity, youth gang behavior or the activities of other violent elements which may possibly develop into mob violence or riotous conditions. You are reminded that existing Bureau instructions require that you maintain close coverage of subversive organizations, hate groups, and black nationalist groups in order to know of their involvement in racial matters.

In the event of an actual riot or violent disturbance, direct and specific information is needed as to what individuals and organizations, if any, are fanning the flames, inciting to riot, loot, and burn, and whether these persons or organizations are communist including splinter groups and the "new left" movement, black nationalist, hate group or youth gang types, or riotous lawless youths with no group affiliation.

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Liaison in depth with police and the intelligent utilization of informants and sources are essential in providing such intelligence coverage. Other methods and techniques for obtaining the necessary information, such as the assignment of Agent personnel of the same ethnic groups as that involved in the disturbance who can function effectively and safely in the disturbance area, must be considered. The methods and techniques necessary will, of course, be dependent upon the nature and extent of the violence or activity involved and it will be incumbent upon you to take the appropriate action in this regard. However, photographing and observation of specific demonstrations by Bureau personnel, where they are identified as such, should not be conducted without prior Bureau authority. You should bear in mind that the Bureau has no protective responsibilities with regard to these situations.

Immediate notification to the Bureau of any outbreaks of violence is absolutely essential and follow-up communications of pertinent developments must be submitted on a timely basis in order that the Bureau will have the details necessary for a complete picture of the situation. It is imperative that such information should be submitted to the Bureau on a continuing and timely basis because high-ranking officials of the Executive Branch of the Government rely heavily on the racial intelligence developed by the Bureau to keep them abreast of the situation in fulfilling their administrative responsibilities.

You are also reminded that when rumors or allegations of pending violence are received you should take logical steps to "run down" each matter to the original source to determine if there is any substance to it. Such immediate and positive action can have a deterrent effect on those involved.

You must be certain that any information developed or received of plans or rumors of impending violence is immediately furnished to appropriate law enforcement officials on a continuing basis. In the past, the timely dissemination of such information has been most effective and has made it possible for law enforcement officials to take direct action against individuals or groups to prevent or curtail their plans for violence.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (C)

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SAC LETTER 66-50

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# Miss Knight Pens Another Letter

By Drew Pearson

This column has now obtained a copy of another letter written by Frances Knight, efficient head of the State Department's passport office, which goes behind the back of her chief, Secretary of State Dean Rusk, regarding the surveillance of American citizens traveling abroad.



Pearson

The issue arose when it was revealed that the FBI and State Department had arranged a special surveillance on the grandson of former Secretary of State Charles Evans Hughes, H. Stuart Hughes, distinguished Harvard professor and a former candidate for the U.S. Senate, because he had opposed President Johnson's policy in Vietnam.

Miss Knight made it clear in her letter, this one written to FBI Director J. Edgar Hoover, that she and Hoover were in cahoots regarding the continued espionage on American citizens traveling abroad.

This is the second time a letter has come to light written by Miss Knight in violation of either the Hatch Act or of approved Government procedures.

The first letter was written to Scott McLeod, a prominent McCarthyite, then assistant to the late Sen. Styles Bridges (R-N.H.), in which she enclosed a speech written at the request of Sen. Karl Mundt (R-S.D.), another McCarthy backer, and Chairman Leonard Hall of the Republican National Committee, in which she described President Truman as operating "the most corrupt and inefficient government this Nation has ever known."

The second letter, addressed to J. Edgar Hoover, was written March 21, 1966, just after it was revealed that Prof. Hughes was marked for surveillance by the State Department on his trip abroad, and makes it clear that Miss Knight and Hoover were operating the surveillance business on their own, without the real knowledge of the Secretary of State. The letter reads:

"Dear Mr. Hoover:

I have just tried to reach you by telephone, but without success, and have been told that you may not be available for some hours. As I have a communication to make to you, which I regard as one of extreme urgency, I am sending you this note by special messenger. If you wish, I would be available this evening to discuss the matter with you in detail.

This morning I have already received several telephone calls from newspapermen inquiring for further details about the FBI request of February 6th concerning Professor Hughes.

I am seriously afraid that this interest may indicate preparations for a sustained press campaign against us. We have already discussed the attitude of the Secretary of State towards the long-established practice of the Department making inquiries at the request of the FBI. I cannot help expressing to you the alarm I feel at various pointers which, to my mind, show clearly that he is looking for suitable pretexts to put an end to this practice. My own position in the Department is such that I do not wish to commit too many details to paper, for reasons that will be obvious to you. But I would willingly elaborate them for you personally if you wish to pursue the matter, as I have no doubt you will. Forgive me if I sound alarmist, but I am quite certain from what I have heard that a principle of vital importance is at stake which affects the whole conduct of the government and, in particular, the effectiveness of the bureau.

Cordially,  
F. Knight."

Prof. Hughes, whom the FBI wanted spied on during his trip abroad, is a long way from being a Communist. He had run for the Senate from Massachusetts as a Democrat in opposition to Sen. Edward M. Kennedy. Kennedy later championed his right to travel abroad unmolested. Hughes's grandfather was not only governor of New York and Chief Justice of the United States, but was also the Republican nominee for President in 1916 and came within a few votes of defeating Woodrow Wilson. Prof. Hughes's only crime was in belonging to a committee that opposed President's Johnson's policies on Vietnam.

Miss Knight's chief champion has been Sen. Thomas J. Dodd (D-Conn.), who was able to secure the secret Otepeka papers from the State Department.

During hearings regarding the reorganization of the bureau of security and consular affairs, once headed by Abba Schwartz, Sen. Dodd asked several questions indicating his support of Miss Knight. He followed this up with letters to the Secretary of State to make sure that nothing happened to Miss Knight in any State Department reorganization.

In the end, Secretary Rusk bowed to Sen. Dodd. He kept Miss Knight and fired her superior, Abba Schwartz.

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The Washington Post and Times Herald pg. E15  
August 4, 1966

August 5, 1966

Honorable Fortune Pope  
President  
Bell-McClure Syndicate, Inc.  
230 West 41st Street  
New York, New York 10036

Dear Mr. Pope:

In the interest of fairness and accuracy, I am writing you relative to the enclosed column by Mr. Drew Pearson entitled "The Washington Merry-Go-Round," which appeared in "The Washington Post and Times Herald" on August 4, 1966. While I have not written you previously with respect to the many inaccurate and distorted statements about the FBI made by Mr. Pearson, I do feel compelled to call to your attention this most recent and flagrant example of his irresponsible reporting.

In his column of August 4, 1966, Mr. Pearson places great reliance on a letter dated March 21, 1966, purportedly written to me by Miss Frances Knight of the Department of State. I have never received such a letter, and Miss Knight has branded the letter a complete forgery.

Several members of the Washington press corps have advised us that copies of the letter upon which Mr. Pearson bases his August 4th column were sent to them anonymously last week. Unlike Mr. Pearson, these reporters had both the common sense and the integrity to check the facts, and they found that the letter was a complete fabrication.

I am certain that it is equally as inconceivable to you, as it is to me, that any so-called news "authority" would publish material received from an anonymous source without making an effort

Honorable Fortune Pope

to verify its authenticity. Yet, neither Mr. Pearson nor any member of his staff contacted the FBI regarding the purported letter from Miss Knight. Nor, I have been advised, was Miss Knight contacted.

In his August 4th column, Mr. Pearson accuses the FBI of requesting the State Department to conduct a "surveillance" and to "spy on" Harvard Professor H. Stuart Hughes during a trip abroad. Records of both the State Department and the FBI, including correspondence between Secretary Dean Rusk and me, clearly reflect that we did not make such a request. The fact that erroneous reports-- compounded by ill-advised statements by a State Department press officer--implying that the FBI made such a request were circulated last spring does not relieve Mr. Pearson of his responsibility to be accurate in his facts, because a true account of the matter is readily available in the public record.

While it is an unfortunate fact that a retraction never catches up with the original false report, nonetheless I do feel that the subscribers to your syndicate are entitled to a statement of the truth. I trust that you are just as interested as I am in fairness and journalistic integrity.

Sincerely yours,

J. Edgar Hoover

Enclosure



PERSONAL ATTENTION

SAC LETTER 66-56

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

September 7, 1966

(A) SUBVERSIVE ORGANIZATION CHARACTERIZATIONS  
INTERNAL SECURITY - C

Set forth below are up-to-date thumbnail sketches of organizations and publications, each of which is of use to various field offices. No attempt is made to include all sketches which have been furnished to the Bureau for approval; only those sketches which are believed to have field-wide application are set forth.

In the event an office needs to characterize an organization not mentioned in this letter, listed in the various issues of the "Guide to Subversive Organizations and Publications" published by the House Committee on Un-American Activities, or designated by the Attorney General pursuant to Executive Order 10450, a request should be made of the office of origin to furnish the required characterization. In describing a local affiliate of a national organization, in addition to characterizing the local affiliate, it will be necessary to set forth separately the characterization of the parent organization.

The evaluation and identities of the sources should be handled in accordance with instructions set forth in Part I, Section 49B 2m (1) (d), page 65, of the FBI Handbook.

For the purpose of evaluation, all sources utilized in the preparation of the sketches listed below should be described as having furnished reliable information in the past. In each sketch utilized below, the field office submitting the sketch has advised that careful consideration was given to each source concealed.

2/  
AFTON TOURS, INCORPORATED  
6

Records of the Foreign Agents Registration Section (FARS), Department of Justice, Washington, D.C., disclose that Alexander Svenchansky registered Package Express and Travel Agency, Incorporated, Brooklyn, New York, on February 24, 1958, as an agent of Intourist Limited, Moscow, USSR. The purpose of the business was given as transmitting parcels to citizens of the USSR. Svenchansky named Afton Tours, Incorporated, 1776 Broadway, New York City, as a branch of Package Express and Travel Agency.

FARS records disclose further that Afton Tours was registered individually as an Intourist agent from May 1, 1959, to December 24, 1960, when the registration was terminated by action of the FARS. Package Express and Travel Agency, as of August 7, 1964, continued to be registered with the FARS.

A source advised during April, 1966, that Afton Tours, Incorporated, continues to operate from 1776 Broadway, New York City. The source stated that most of the tours arranged by the firm are for individuals or groups traveling to the Soviet Union or other East European countries. According to the source, Communist Party (CP) members, nationally known, have used Afton Tours to arrange both foreign and domestic travel. The source added that many group tours directed by Afton Tours have been sponsored by organizations recognized as communist fronts.

Alexander Svenchansky was linked with a Soviet espionage ring in testimony before the Senate Internal Security Sub-Committee on November 2, 1953, by Harry Gold, confessed atomic spy.

The 1965-1966 New York Telephone Directory lists Afton Tours, 1776 Broadway, New York City.

Source:

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SAC LETTER 66-56

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AMERICAN INSTITUTE FOR MARXIST STUDIES

A source advised on April 9, 1963, that on April 7, 1963, at a meeting of the New England District Committee of the Communist Party, USA (CP, USA), held in Boston, Massachusetts, Herbert Aptheker stated he was developing an organization called American Institute for Marxist Studies (AIMS), which would publish literature on History, Science, Physics, and Archeology, and other subjects which would be put out quarterly with various supplements.

A second source advised in December, 1959, that Herbert Aptheker was elected to the National Committee, CP, USA, at the 17th National Convention of the CP, USA, held in December, 1959.

A third source advised on June 7, 1963, that on June 3, 1963, Herbert Aptheker spoke at the CP, USA, New York District Board meeting concerning AIMS. Aptheker stated that AIMS would unite and strengthen the CP although the CP would not be connected with it. He stated AIMS was being formed to operate within the scope of the McCarran and Smith Acts and would legally bring Marxist material and opinions to the attention of American scholars and the general public.

A fourth source advised on May 6, 1966, that, as of that date, AIMS was located on the fifth floor at 20 East 30th Street, New York City, New York.

Sources:

AMERICAN COMMUNICATIONS ASSOCIATION

The April, 1966, issue of the "ACA News," official publication of the American Communications Association (ACA), shows that the ACA is located at 18 John Street, New York, New York.

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The "Report of the International Executive Board ACA, CIO" at the 5th National Convention, Chicago, Illinois, April 8 through 13, 1940, discloses that the ACA had its origin at the 3rd National Convention of the American Radio Telegraphists Association (ARTA) held in New York City in August 1937. At this convention, it was agreed to change the name of the union from ARTA to ACA. This change was ratified by the union members on March 10, 1938.

The "Directory of National and International Labor Unions in the United States, 1955," published by the United States Department of Labor, lists on page 4, unions expelled from the Congress of Industrial Organizations (CIO) on charges of communist domination. ACA was listed as having been expelled on June 15, 1950.

#### AMTORG TRADING CORPORATION

Amtorg Trading Corporation, according to records of the New York County Clerk, is a New York corporation formed in 1924. It has acted since then as a buying and selling agency in the United States for most of the foreign trade associations of the USSR. Since 1949, it has been registered with the United States Department of Justice pursuant to the provisions of the Foreign Agents Registration Act of 1938, as amended.

#### COMMITTEE TO SECURE JUSTICE FOR MORTON SOBELL

"Following the execution of atomic spies Ethel and Julius Rosenberg, in June, 1953, the 'communist campaign assumed a different emphasis. Its major effort centered upon Morton Sobell,' the Rosenbergs' codefendant. The National Committee to Secure Justice in the Rosenberg Case - a communist front which had been conducting the campaign in

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the United States - was reconstituted as the National Rosenberg - Sobell Committee at a conference in Chicago in October, 1953, and 'then the National Committee to Secure Justice for Morton Sobell in the Rosenberg Case'..." ("Guide to Subversive Organizations and Publications," dated December 1, 1961, issued by the House Committee on Un-American Activities, page 116.)

In September, 1954, the name "National Committee to Secure Justice for Morton Sobell" appeared on literature issued by the Committee. In March, 1955, the current name, "Committee to Secure Justice for Morton Sobell," first appeared on literature issued by the Committee.

The Address Telephone Directory for the Borough of Manhattan, New York City, as published by the New York Telephone Company on April 14, 1966, lists the "Committee to Secure Justice for Morton Sobell" (CSJMS) as being located at 150 Fifth Avenue, New York, New York.

COMMUNIST PARTY, USA, MARXIST-LENINIST

On August 24, 1965, a source advised that the West Coast Provisional Organizing Committee for a Marxist-Leninist Communist Party (WCPOC) was formed in Los Angeles, California, on August 23, 1965, under the leadership of Mike Lasky. Although similar in name, the newly organized WCPOC had no connection whatsoever with the Provisional Organizing Committee for a Marxist-Leninist Communist Party (POC) or the latter's West Coast POC.

On September 7, 1965, the above source advised that a National Conference of the newly formed WCPOC was held over the September 4-5, 1965, weekend in Los Angeles. At that meeting, the name WCPOC was dropped, and the Communist Party, USA, Marxist-Leninist, (CPUSA, M-L), was formed under Lasky's leadership. The CPUSA, M-L has the following aims and purposes:

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1. To conduct guerrilla warfare training, including the use of firearms;
2. To organize CPUSA, M-L cells in the South to exploit all "racial situations" that might arise there, to agitate the population, and create situations which would require the use of Federal Troops so that Americans would be fighting Americans;
3. To establish and maintain an accelerated recruiting program to include acceptance of anyone who is an anti-imperialist.

On May 12, 1966, the above source advised that the CPUSA, M-L continued to exist.

Source:

COMPASS PUBLICATIONS, INCORPORATED

The above-captioned organization was incorporated with the New York County Clerk's Office on August 27, 1965. At the time of incorporation, the avowed purposes of this corporation were listed as follows:

"To edit and publish periodicals and pamphlets and other printed material in the English language and in foreign languages;

"To prepare and edit materials for publications and publishers, educational institutions, or private individuals."

On April 7, 1966, a source advised that Compass Publications, Incorporated, is located at 221 East 17th Street, New York City, and that Jean Karsavina is listed as President and Harvey De Saint Sauveur as Treasurer.

On March 2, 1966, and April 4, 1966, a second source advised that checks drawn on the account of "Soviet Life" at

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the Riggs National Bank, Washington, D. C., have been deposited to the account of Compass Publications, Incorporated, Chase Manhattan Bank, New York City. The total amount of these checks was \$19,000.

As of June 2, 1965, a source advised that Jean Lamprecht Karsavina was the head of Cultural Activities for the New York District Communist Party Organization.

At the present time, the above-captioned organization is publishing a biweekly booklet entitled "Reprints from the Soviet Press," which bears the following inscription inside the front cover: "Reprints from the Soviet Press is a biweekly information service published by Compass Publications, Incorporated, Box 47, Old Chelsea Station, New York, New York. All views expressed are those of the authors or original publications. Subscriptions: \$15 per year; single copies, \$.60. By airmail (United States, Canada, and Mexico) \$30."

Sources: -----

FEDERACION DE UNIVERSITARIOS PRO INDEPENDENCIA

(FEDERATION OF UNIVERSITY STUDENTS FOR INDEPENDENCE)

Federacion de Universitarios Pro Independencia (FUPI) was organized in October, 1956, at the University of Puerto Rico (UPR), Rio Piedras, Puerto Rico, as a student organization, not affiliated with any political group, but working for independence for Puerto Rico through logical and peaceful means.

A source advised on May 28, 1962, FUPI was elected an integral member of the International Union of Students (IUS), Prague, Czechoslovakia, in October, 1960. Jose Rafael Varona Berrios, upon interview on April 8, 1966, stated he was the Secretary of International Affairs of FUPI, and met with various delegates of the IUS between November 27, 1965, and February 9, 1966. Varona Berrios advised that FUPI is

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affiliated with the IUS, and stated he believed in violence as a method of obtaining independence for Puerto Rico, if conditions indicated violence might succeed or aid in obtaining Puerto Rican independence.

The IUS has been cited by the Internal Security Subcommittee of the Senate Judiciary Committee in 1956 as being among "international communist fronts functioning at the present time," and by the Committee on Un-American Activities, U.S. House of Representatives, in 1951, as one of the "long-established Soviet controlled international organizations."

On April 5, 1966, a second source advised that Alberto Perez Perez was elected President of FUPI on that date. On May 16, 1966, it was learned that Alberto Perez Perez had received a one-way prepaid ticket to travel from San Juan, Puerto Rico, to Moscow, U.S.S.R., and departed San Juan for Moscow on that date.

A third source advised May 16, 1966, that Perez Perez was scheduled to attend a "communist youth conference" in Moscow as the FUPI representative.

Sources: -- -- --

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FOUR CONTINENT BOOK CORPORATION

According to the records of the Foreign Agents Registration Section, United States Department of Justice, Washington, D. C., the Four Continent Book Corporation, 156 5th Avenue, New York City, is registered under the provisions of the Foreign Agents Registration Act of 1938, as amended. One of the foreign principals listed in this registration is Mezdu narodnaja Kniga (International Book), Moscow, USSR.

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FOURTH INTERNATIONAL

The April 19, 1965, edition of "The Militant," a weekly newspaper of the Socialist Workers Party (SWP), set forth the following:

"Founded under the leadership of Leon Trotsky in 1938, the Fourth International is an organization embracing revolutionary socialist parties and groups throughout the world. In the United States, the SWP stands in political solidarity with the Fourth International..."

The SWP has been designated pursuant to Executive Order 10450.

FREEDOMWAYS ASSOCIATES, INC.

The records of the New York State Secretary of State, Albany, New York, show that the Certificate of Incorporation of Freedomways Associates, Inc., was filed on March 2, 1961.

On May 24, 1961, a source advised that a report was given on "Freedomways" at a meeting of the National Board, Communist Party, U.S.A. (CPUSA), held on May 24, 1961. It was stated that the central purpose of "Freedomways" is to develop a theory and positive criticism of currents in the Negro movement, as well as to raise the level of understanding and discussion taking place in Negro life today and to project a socialist and pro-Soviet orientation.

On May 25, 1961, a second source advised that "Freedomways" was set up for the CPUSA by James Jackson.

The Second Quarter, 1966, issue of "Freedomways," self-described as "A Quarterly Review of the Negro Freedom Movement" published by Freedomways Associates, Incorporated, 799 Broadway, New York City, lists the following as its editorial staff:

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John Henrik Clarke, Associate Editor  
Esther Jackson, Managing Editor  
J. H. O'Dell, Associate Managing Editor  
John L. Devine, Art Editor

A third source made available information on July 1, 1964, indicating that John Henrik Clarke attended the first and founding meeting of the American Institute for Marxist Studies (AIMS) which was held on December 19, 1963, and continued on January 10, 1964.

This source also made available information on August 14, 1964, indicating that Clarke is an "Associate" of AIMS.

On March 16, 1966, a fourth source advised that James Jackson, accompanied by his wife, Esther Jackson, was scheduled to depart on March 25, 1966, from the United States en route to Moscow to attend the 23rd Congress of the CP of the Soviet Union. This source described James Jackson as a member of the National Committee, CPUSA.

This source advised in July, 1962, that as of that period, O'Dell was considered by the CPUSA, as being a member of its National Committee.

On January 30, 1961, Sylvia M. Brenner Devine, 415 South 50th Street, Philadelphia, Pennsylvania, advised that her former husband, Jack Devine, mentioned on December 17, 1960, that he was still in the CP and that the CP is his whole life.

On July 24, 1963, a fifth source described John Devine as a CP member.

Sources: ---

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FRUIT OF ISLAM

On April 29, 1966, a source advised that the Fruit of Islam (FOI) is a group within the Nation of Islam (NOI) composed of male members of the NOI. The purpose of the FOI is to protect officials and property of the NOI, assure compliance of members with NOI teachings, and to prepare for the "War of Armageddon." Members of the FOI are required to participate in military drill and are afforded the opportunity to engage in judo training. The FOI is governed by a military system wherein the members are controlled by general orders similar to those issued by regular military organizations.

Source:

"INTERNATIONAL SOCIALIST REVIEW"

The November 27, 1961, issue of "The Militant," a weekly newspaper of the Socialist Workers Party (SWP), described the "International Socialist Review" as a magazine indicating the viewpoint of the SWP.

The Winter, 1966, issue of "International Socialist Review" described the magazine as a quarterly publication located at 873 Broadway, New York City.

The SWP has been designated pursuant to Executive Order 10450.

INTOURIST

Intourist, 355 Lexington Avenue, New York, New York, on June 23, 1959, in registering with the

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United States Department of Justice under the Foreign Agents Registration Act of 1938, as amended, listed its business as "Travel" and its principal as "V. A. O. Intourist, Moscow, USSR."

### MAY 2 MOVEMENT

A source advised on March 3, 1965, as follows:

The May 2 Movement (M2M) formerly known as the May 2 Committee was organized on March 14, 1964, at New Haven, Connecticut, by a group of young people participating in a symposium "Socialism in America" being held at Yale University. The original aim of the M2M was to plan and execute a demonstration in New York City on May 2, 1964, demanding withdrawal of United States troops from Vietnam.

The M2M was dominated and controlled by the Progressive Labor Party (PLP) and had for its aim and purpose the embarrassment of the United States Government by meetings, rallies, picketing demonstrations and formation of university level clubs at which a Marxist-Leninist oriented approach and analysis was taken of United States domestic and foreign policies. This source advised on May 19, 1965, that the headquarters of the M2M was 640 Broadway, New York City, Room 307.

A second source advised on February 9, 1966, that the M2M was officially dissolved as an organization on February 6, 1966, at a meeting held on the same date in New York City, by the leadership of M2M and the Progressive Labor Party.

Sources:

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MOVIMIENTO PRO INDEPENDENCIA DE PUERTO RICO  
(PUERTO RICAN INDEPENDENCE MOVEMENT)

The Movimiento Pro Independencia de Puerto Rico (MPIPR) was organized in November, 1959, at Ponce, Puerto Rico, to work for the independence of Puerto Rico. It has an estimated membership of between 1,000 and 1,300 people with missions throughout the island of Puerto Rico and in New York, New York; Chicago, Illinois; and Buffalo, New York.

At the time the MPIPR was organized it indicated that it did not advocate violence but would accept members who did. Juan Mari Bras, the founder and dominant leader of this organization, in a speech during March, 1964, threatened violence comparable to that in Algeria if Puerto Rico became a state within the United States. A source reported in 1966 that a leader of the MPIPR has indicated that "the revolution" would soon begin and another source advised that another official of this organization has attempted to obtain a number of automatic pistols. Articles praising Fidel Castro and the Cuban Government regularly appear in MPIPR publications. In 1961 it adopted a resolution expressing 100 per cent approval of and solidarity with the Cuban revolution. It sent a delegation to the Tri-Continental Conference of African, Asian, and Latin American People, held in Havana, Cuba, during January, 1966, and it maintains a permanent delegate to the Secretariat located in Havana.

The press of Puerto Rico has reported that the MPIPR has held numerous demonstrations protesting compulsory military service for Puerto Ricans and United States policy in Vietnam and the Dominican Republic.

Sources:

MUSLIM GIRLS TRAINING

On May 19, 1960, a source advised that the Muslim Girls Training (MGT) is a group within the Nation of Islam

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(NOI) and is composed of all female members of the NOI. The MGT is similar in structure to the Fruit of Islam (FOI), which is composed of male members of the NOI, in that the MGT members receive instructions in homemaking, hygiene, calisthenics and other subjects such as Muslim history and the English language. There also exists a Junior MGT, which is composed of female members of the NOI who are between the ages of 15 and 19 and who are afforded military-type drill.

Since 1957, various officers and "sisters" of the MGT have, at meetings of the MGT, used the term MGT so that it also means General Civilization Class. General Civilization Class refers to classes conducted within the MGT.

The above refers to activities of the MGT at Muhammad's Temple of Islam No. 2, 5335 South Greenwood Avenue, Chicago, Illinois.

On May 2, 1966, another source advised that, in theory, the MGT exists in all Temples of the NOI and is patterned after the MGT at Muhammad's Temple of Islam No. 2, Chicago.

Sources:

#### NATION OF ISLAM

In January, 1957, a source advised that Elijah Muhammad has described his organization on a nationwide basis as the "Nation of Islam" and "Muhammad's Temples of Islam."

On April 29, 1966, a second source advised that, Elijah Muhammad is the national leader of the Nation of Islam (NOI); Muhammad's Temple of Islam No. 2, 5335 South Greenwood Avenue, Chicago, Illinois, is the national headquarters of the NOI; and in mid-1960 Muhammad and other NOI officials, when referring to Muhammad's organization on a nationwide basis, commenced using either "Mosque" or "Temple" when mentioning one of "Muhammad's Temples of Islam."

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The NOI is an all-Negro organization which was originally organized in 1930 in Detroit, Michigan. Muhammad claims to have been selected by Allah, the Supreme Being, to lead the so-called Negro race out of slavery in the wilderness of North America by establishing an independent black nation in the United States. Members following Muhammad's teachings and his interpretation of the "Koran" believe there is no such thing as a Negro; that the so-called Negroes are slaves of the white race, referred to as "white devils," in the United States; and that the white race, because of its exploitation of the so-called Negroes, must and will be destroyed in the approaching "War of Armageddon."

In the past, officials and members of the NOI, including Muhammad, have refused to register under the provisions of the Selective Service Acts and have declared that members owe no allegiance to the United States.

On May 5, 1958, the first source advised that Muhammad had, upon advice of legal counsel, tempered his personal statements and instructions to his ministers concerning the principles of his organization in order to avoid possible prosecution by the United States Government; however, he did not indicate any fundamental changes in the teachings of his organization.

On May 2, 1966, a third source advised that Muhammad had, early in July, 1958, decided to de-emphasize the religious aspects of the teachings of Islam and to stress the economic benefits to be derived by those Negroes who joined the NOI. This policy change, according to Muhammad, would help him acquire additional followers and create more interest in his programs.

Sources:

NATIONAL COMMITTEE FOR REPEAL OF THE MC CARRAN ACT

A source advised that during May, 1966, the National Committee for Repeal of the McCarran Act (NCRMA)

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continues to maintain a mailing address of Room 318, 431 South Dearborn Street, Chicago, Illinois, in connection with requests for financial donations.

This source advised on May 11, 1966, that Lillian Berman, Executive Secretary of the NCRMA, moved from Chicago, Illinois, to New York, New York, in 1965, and continues to operate the NCRMA from that city.

This source advised during May, 1966, that the NCRMA was the outgrowth of an Ad Hoc Committee of Initiators, headed by Professor Clyde Miller of New York, who solicited signatures to a Petition to the President of the United States in 1962 which called for the repeal of the McCarran Act. The NCRMA held its formation meeting at Chicago on May 18, 1963; the stated purpose of the committee is to seek repeal of the Internal Security Act of 1950, as amended.

A second source advised in May, 1964, that the Communist Party (CP) interest in NCRMA had been to give it full support and approval, and the CP took the position that the committee's composition must be extremely broad and the Party's direct influence must be kept to a minimum. The CP believed the new committee would serve its purpose in fighting the McCarran Act alone and the CP had everything to gain by taking this position. Lillian Berman, NCRMA Executive Secretary, is not a CP member but knowingly accepts support and advice from the CP leadership on behalf of this committee.

Clyde Miller, according to the "Daily Worker," issue of March 5, 1941, was a signer of a statement to the President defending the CP.

The "Daily Worker" was an East coast communist daily newspaper which ceased publication on January 13, 1958.

Sources:

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NATIONAL COMMITTEE TO ABOLISH  
THE HOUSE UN-AMERICAN ACTIVITIES COMMITTEE

The "Guide to Subversive Organizations and Publications;" issued December 1, 1961, by the Committee on Un-American Activities, U.S. House of Representatives, page 115, contains the following citation regarding the National Committee to Abolish the Un-American Activities Committee (NCAUAC):

"Cited as a 'new organization' set up in the Summer of 1960 to lead and direct the Communist Party's 'Operation Abolition' campaign. Seven of the national leaders of this group have been identified as communists. (Committee on Un-American Activities, House Report 1278 on the 'Truth About the Film 'Operation Abolition,' Part 1, October 3, 1961, p. 5)"

A source has advised that the NCAUAC changed its name on March 3, 1962, to include the word "House" in its name, thereby becoming known as the National Committee to Abolish the House Un-American Activities Committee (NCAHUAC). A national meeting of this organization was held in Chicago, Illinois, on April 27 and 28, 1963.

A second source advised on May 9, 1966, that as of that date the NCAHUAC continued to function with headquarters at 555 North Western Avenue, Los Angeles, California.

Sources:

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NEWS AND LETTERS COMMITTEES

A source on August 1, 1958, stated that as a result of the split in the Johnson-Forest Group (JFG) which occurred

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in 1955, two factions emerged, the Johnson Faction and the Forest Faction. According to source, the Johnson Faction was composed of the followers of C.L.R. James, also known as James Johnson, and the Forest Faction was composed of the followers of Rae Dwyer, also known as Freddie Forest. The co-founders of the JFG were C.L.R. James, known as Johnson, who was deported from the United States as an undesirable alien in 1953, and Rae Dwyer, known as Forest.

The JFG has been designated by the Attorney General of the United States pursuant to Executive Order 10450.

On April 20, 1965, another source advised that the Forest Faction of the JFG is publicly known as the News and Letters Committees (NLC). The national headquarters of the NLC is located at 8751 Grand River, Detroit, Michigan.

According to the second source, the Detroit local of the NLC carries out the instructions and policies issued by the National Headquarters of the NLC.

On April 27, 1966, a third source advised that the Detroit Local of the NLC and the NLC headquarters are located at 8751 Grand River, Detroit, Michigan.

Sources:

#### PROGRESSIVE LABOR PARTY

A source advised on April 20, 1965, that the Progressive Labor Party (PLP) formerly known as the Progressive Labor Movement (PLM), held its first national convention April 15-18, 1965, at New York City, to organize the PLM into the PLP. The PLP will have as its ultimate objective the establishment of a militant working class movement based on Marxism-Leninism.

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The "New York Times," April 20, 1965, page 27, reported that a new party of "revolutionary socialism" was formally founded on April 18, 1965, under the name of the PLP. The PLP was described as an outgrowth of the PLM. Its officers were identified as Milton Rosen of New York, President, and William Epton of New York and Mort Scheer of San Francisco, Vice Presidents. A 20-member National Committee was elected to direct the Party until the next convention.

According to the article, "The Progressive Labor Movement was founded in 1962 by Mr. Rosen and Mr. Scheer after they were expelled from the Communist Party of the United States for assertedly following the Chinese Communist line."

The PLP publishes "Progressive Labor," a bimonthly magazine; "Challenge," a biweekly New York City newspaper; and "Spark," a west coast newspaper.

The June 1, 1965, issue of "Challenge," page 6, states that, "this paper is dedicated to fight for a new way of life where the working men and women own and control their homes, factories, the police, courts, and the entire government on every level."

The source advised that the PLP utilizes the address of General Post Office Box 808, Brooklyn, New York, but also utilizes an office in Room 622, 132 Nassau Street, New York City, where the PLP publications are prepared.

Source:

#### REVOLUTIONARY ACTION MOVEMENT

On November 3, 1964, a source made available a document entitled "The Revolutionary Action Movement Manifesto,"

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the document having been obtained by the source from an individual known to be a member of the Revolutionary Action Movement (RAM).

This document stated, in part, that RAM was officially organized in the Winter of 1963 by Afro-Americans who support the revolutionary objectives of Robert F. Williams, now residing in Cuba, and his concept of organized violence to achieve the liberation of the Afro-American people in the United States. This Manifesto indicated that RAM had oriented its program to one of education and political revolution and the organization of a "black" political party with revolutionary objectives, having recognized the need for a "black revolution" that could and would seize power. RAM philosophy is described in this document as one of revolutionary nationalism, that is, one involving the struggles of the non-white races of the world against exploitation and enslavement by the white capitalist and imperialist nations.

Regarding Williams, above, it should be noted that on August 28, 1961, a Federal warrant was issued at Charlotte, North Carolina, charging him with Unlawful Flight to Avoid Prosecution for the Crime of Kidnapping. Subsequent to the issuance of this warrant, Williams fled the United States to Cuba, where he now publishes a monthly newsletter entitled "The Crusader," from Havana.

This source, in September, 1964, advised that RAM is dedicated to the overthrow of the capitalist system in the United States, by violence if necessary, and to its replacement by a socialistic system oriented toward the Chinese Communist interpretation of Marxism-Leninism. RAM is entirely non-white in membership, clandestine in nature, and owes its primary allegiance to the "Bandung World," that is, the non-white races of the world, rather than to any national entity, as such.

On November 16, 1964, a second source advised that he learned recently from a RAM member that the organization was begun in Detroit, Michigan, largely under the impetus of

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Don Freeman, described as the "Father" of RAM and referred to as RAM's "Black Stalin." Freeman served as RAM chairman with Maxwell Stanford, now of New York City, formerly of Philadelphia, Pennsylvania, serving as RAM Field Chairman.

On 3/18/65, a third source advised that Hanif Abdul Wahab of Cleveland, Ohio, occupies a position in the RAM only one or two places removed from the top RAM leadership.

On 5/16/66, a fourth source advised that the RAM still remains active; however, there is no formal headquarters, as such, for RAM. This source further advised that so far as is known, Freeman, Stanford, and Wahab still occupy positions of leadership in RAM.

Sources. \_\_\_\_\_  
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REVOLUTIONARY COMMITTEE OF THE FOURTH INTERNATIONAL

A source advised on September 9, 1964, the Revolutionary Committee of the Fourth International (RCFI) was also known as the Spartacist Committee and the Spartacist Group. This source described the RCFI as being composed of former members of the Socialist Workers Party (SWP) who had split from the SWP and who were led by James Robertson. This source stated that this political unit has its main center in New York City where it publishes "Spartacist" on a very irregular basis but their formal meetings are held at least once a week.

A second source advised on March 4, 1964, that Farrell Dobbs, National Secretary of the SWP, sent a letter to all SWP branches in February, 1964, in which he advised that the expelled leader of a minority faction of the SWP,

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James Robertson, announced on February 10, 1964, that his faction would publicly criticize the SWP and had followed this with a public organ called "Spartacist" in that it attacked the SWP.

The November-December, 1965, issue of "Spartacist," in its masthead described this publication as follows: "...published bimonthly by supporters of the revolutionary tendency expelled from the Socialist Workers Party." This masthead sets forth that the editor of the publication is James Robertson, and its main address is Post Office Box 1377, General Post Office, New York, New York.

The SWP has been designated pursuant to Executive Order 10450.

Sources:

RUSSIAN-AMERICAN CULTURAL EDUCATIONAL COMMITTEE

A source advised on July 11, 1961, that from its inception in June, 1955, until May, 1960, the Russian-American Cultural Educational Committee (RACEC) operated as a fund raising organization of the Russian Club of the Communist Party (CP) of Illinois. In May, 1960, the Russian Club, CP of Illinois, was enlarged to include Ukrainians and Poles, and this united club became a unit of the Nationalities Section, CP of Illinois. During that period the RACEC served as a fund raising organization for the Russian element of the Polish-Russian Ukrainian Club of the Nationalities Section, CP of Illinois.

In December, 1961, it was decided that the Russians, Ukrainians, and Poles would again be separated into individual clubs within the Nationalities Section, CP of Illinois.

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As of May 4, 1965, the source advised that the RACEC was composed of members of the Russian Club, CP of Illinois, and functioning as a fund raising organization for that club.

Meetings of the RACEC are held irregularly, as the occasion demands, and are held at the residences of its various members. In the event of a fund raising affair, open to the public, arrangements are made for a hall in which to hold the affair.

Source.

SOVFOTO AGENCY

According to the records of the Foreign Agents Registration Section, United States Department of Justice, Washington, D.C., the Sovfoto Agency, Room 1008, 25 West 43rd Street, New York, New York, is registered with the Department of Justice as agent for Mezhdunarodnaja Kniga (International Book), Union of Soviet Socialist Republics (USSR), for the sale of Soviet books, articles, stories, and plays for publication in the United States and Canada. Sovfoto is also the registered agent for Fotokhronika Tass (the telegraphic agency for the USSR) for the sale of Soviet newspapers and photographs and for eleven other foreign principals, including China Photo Service, Peking, China. Other names also used by Sovfoto are Eastfoto Agency and Am-Rus Library and Music Agency.

STUDENT COMMITTEE FOR TRAVEL TO CUBA (SCTC)  
PERMANENT STUDENT COMMITTEE FOR TRAVEL TO CUBA  
AD HOC STUDENT COMMITTEE FOR TRAVEL TO CUBA

"The Columbia Owl," a weekly student newspaper of Columbia University, New York, New York, dated December 12,

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1962, page one, contained an article entitled, "Students to Visit Cuba During Holidays." This article stated in part that the Ad Hoc Student Committee for Travel to Cuba was formed October 14, 1962.

A source advised on September 13, 1963, that during the Summer of 1963, fifty-nine individuals travelled to Cuba; that the leaders of the group were members of the Progressive Labor Movement (PLM) and the trip was planned and organized by PLM members.

On March 12, 1965, Phillip Abbott Luce, a self-admitted member of the Student Committee for Travel to Cuba (SCTC) Executive Committee and the PLM National Coordinating Committee, advised the Student Committee for Travel to Cuba was formerly known as the Permanent Student Committee for Travel to Cuba and the Ad Hoc Student Committee for Travel to Cuba. He stated he was a leader of the 1963 trip to Cuba, an organizer of the 1964 trip, and that both were sponsored by the SCTC. As of the Spring of 1964, the members of the SCTC Executive Committee were considered members of the PLM. No SCTC sponsored trip was made in 1965.

Source.

TASS NEWS AGENCY

The Tass News Agency is the official Soviet Government news-gathering organization with headquarters in Moscow, USSR, and branches throughout the world.

"THE MILITANT"

"The Militant" is a weekly newspaper of the Socialist Workers Party (SWP).

The SWP has been designated pursuant to Executive Order 10450.

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UNITED ELECTRICAL, RADIO AND MACHINE WORKERS OF AMERICA

The "UE Shop Steward Guide," United Electrical, Radio and Machine Workers of America (UE) Publication Number 212, Sixth Edition, 1952, discloses on pages 32-34, "UE - the United Electrical, Radio and Machine Workers of America" was established in 1936 at a convention in Buffalo, New York. At that time the organization was called the United Electrical and Radio Workers of America. Shortly thereafter, a large group of American Federation of Labor machinists' locals joined the UE and the full name became the United Electrical, Radio and Machine Workers of America (UE).

The UE is known as an "International Union" because companies of both the United States and Canada are under contract.

"100 Things You Should Know About Communism and Labor," prepared and released by the Committee on Un-American Activities, United States House of Representatives, Washington, D.C., 1951, relates the following information: "In 1944, the Committee on Un-American Activities found the 'United Electrical, Radio and Machine Workers of America (CIO)' to be one of the unions which was described as having 'communist leadership ...strongly entrenched.' The 'United Electrical, Radio and Machine Workers of America' was listed as one of the unions which was expelled from the Congress of Industrial Organizations in 1950 because of its communist domination."

The "Internal Security Annual Report for 1957, Report of the Subcommittee to Investigate the Administration of the Internal Security Act and other Internal Security Laws, of the Committee on the Judiciary, United States Senate," on page 61, refers to UE as "one of the strongest communist controlled unions in America."

The International Headquarters of UE is located at 11 East 51st Street, New York, New York, according to the April 18, 1966, edition of "UE News," official organ of UE.

9-7-66

SAC LETTER 66-56

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W.E.B. DU BOIS CLUBS OF AMERICA

A source has advised that on October 26-27, 1963, a conference of members of the Communist Party (CP), including national functionaries, met in Chicago, Illinois, for the purpose of setting in motion forces for the establishment of a new national Marxist-oriented youth organization which would hunt for the most peaceful transition to socialism. The delegates were told that it would be reasonable to assume that the young socialists attracted into this new organization would eventually pass into the CP itself.

A second source has advised that the founding convention for the new youth organization was held from June 19-21, 1964, at 150 Golden Gate Avenue, San Francisco, California, at which time the name W.E.B. DuBois Clubs of America (DCA) was adopted. Approximately 500 delegates from throughout the United States attended this convention. The aims of this organization, as set forth in the preamble to its constitution, are: "It is our belief that this nation can best solve its problems in an atmosphere of peaceful coexistence, complete disarmament and true freedom for all peoples of the world, and that these solutions will be reached mainly through the united efforts of all democratic elements in our country, composed essentially of the working people allied in the unity of Negroes and other minorities with whites. We further fully recognize that the greatest threat to American democracy comes from the racist and right wing forces in coalition with the most reactionary sections of the economic power structure, using the tool of anticommunism to divide and destroy the unified struggle of the working people."

Over the Labor Day weekend, 1965, the DCA held a conference in Chicago, Illinois, and a new slate of officers was elected to the National Executive Committee (NEC) of the DCA. Since Labor Day, 1965, identities of those serving on the NEC has varied; however, according to a third source as of May, 1966, thirteen of the fifteen members of the NEC were members of the CP in the San Francisco Bay area.

9-7-66

SAC LETTER 66-56

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As of July, 1966, the headquarters of the DCA was located at 180 North Wacker Drive, Chicago, Illinois.

Sources:

"WORKERS WORLD"

On 5/2/66 a source advised that the "Workers World" is the official newspaper of the Workers World Party, published twice monthly, with editorial offices located at 46 West 21st Street, New York, New York.

Source.

WORKERS WORLD PARTY

On April 17, 1959, a source advised that on February 12, 1959, a Socialist Workers Party (SWP) minority group under the leadership of National Committee member, Sam Ballan, split from the SWP.

The source stated that this minority group, referred to as the Marcyites, after many years of program and policy differences on varied issues concerning tactics and interpretation of political events, split from the SWP on the grounds that the Party was liquidating itself by departing from the Marxist precepts of Leon Trotsky and retreating from the fight for the world socialist revolution. The final issue which ultimately forced the split was the minority's opposition to the SWP regroupment policy which involved cooperation with the Communist Party (CP) periphery - individuals characterized by the minority as petty-bourgeois.

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S&C LETTER 66-56

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The minority program, according to the source, advocated unconditional defense of the Soviet Union and has as its goal the building of a revolutionary party with a complete proletarian orientation for the purpose of overthrowing capitalism in the United States and throughout the world.

On May 12, 1960, the source advised that this minority group had chosen the name Workers World Party.

On May 2, 1966, a second source advised that the Workers World Party, which maintains headquarters at 46 West 21st Street, New York, New York, supports the People's Republic of China in its ideological dispute with the Soviet Union.

The SWP and the CP have been designated pursuant to Executive Order 10450.

Sources.

"YOUNG SOCIALIST"

The "Young Socialist" is a magazine published five times a year by the Young Socialist Alliance. The October, 1964, edition, the initial edition utilizing the magazine format, relates that this magazine succeeds the "Young Socialist" newspaper in an effort to provide "more facts on more general issues than a small newspaper can."

The newspaper "Young Socialist" was formerly described as the official organ of the Young Socialist Alliance.

The "Young Socialist" maintains headquarters at Room 535, 41 Union Square West, New York City, and the mailing address of P.O. Box 471, Cooper Station, New York, New York 10003.

9-7-66  
SAC LETTER 66-56

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## YOUNG SOCIALIST ALLIANCE

The May, 1960, issue of the "Young Socialist," (YS), page 1, column 3, disclosed that during April 15-17, 1960, a national organization entitled "The Young Socialist Alliance" (YSA) was established at Philadelphia, Pennsylvania. The issue stated that this organization was formed by the nationwide supporter clubs of the publication YS.

The above issue, page 6, set forth the founding declaration of YSA. This declaration stated that the YSA recognizes the Socialist Workers Party (SWP) as the only existing political leadership on class struggle principles, and that the supporters of the YS have come into basic political solidarity with the SWP on the principles of revolutionary socialism.

A source advised on May 23, 1966, that the original YSA was an organization formed during October, 1957, in New York City, by youth of various left socialist tendencies, particularly members and followers of the SWP. The leaders of this group were the guiding forces in the establishment of the national organization.

The source further advised on May 23, 1966, that the YSA is dominated and controlled on a national basis by the SWP through having SWP members comprise exclusively the National Executive Committee (NEC). The YSA, in reality, is the youth and training section for the SWP and the main source of new SWP members.

The headquarters of the YSA are located in Room 535, 41 Union Square West, New York City.

The SWP has been designated pursuant to Executive Order 10450.

Source:

9-7-66

SAC LETTER 66-56

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YOUTH AGAINST WAR AND FASCISM

A source advised on March 29, 1965, that the Youth Against War and Fascism (YAWF), formerly known also as the Anti-Fascist Youth Committee, was established by the Workers World Party (WWP) in the Summer of 1962, to bring college and high school youth into the periphery of WWP activities and, thereby, gain recruits for the organization.

A second source advised on October 23, 1964, that a flyer distributed by the YAWF describes that organization as a militant organization of young workers and worker-students for combating war and fascism.

The first source advised on March 9, 1966, that the YAWF maintains its headquarters at 58 West 25th Street, New York City, and publishes a magazine called "The Partisan."

Sources:

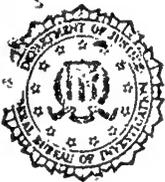
Very truly yours,

John Edgar Hoover

Director

9-7-66  
SAC LETTER 66-56

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PERSONAL ATTENTION  
SAC LETTER 66-78

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

December 15, 1966

RE: COURTNEY A EVANS  
PERSON NOT TO BE CONTACTED

On December 10, 1966, Senator Robert F. Kennedy released to the press a copy of a letter to him dated February 17, 1966, from former ~~Assistant~~ Director Courtney A. Evans. In direct contradiction to official memoranda prepared by Evans for Bureau files during the early 1960's, his February 17, 1966, letter to Kennedy stated that Evans "did not discuss the use of "microphones by the FBI with Kennedy during his tenure as Attorney General--nor did Evans "know of any written material that was sent to you" (Kennedy) "at any time concerning" microphone surveillances.

In view of Evans' obvious lack of integrity, disregard for the truth and duplicity toward the FBI, he should not be contacted without prior Bureau approval.

Very truly yours,

  
John Edgar Hoover  
Director

UNITED STATES OF AMERICA

## Memorandum

TO : Mr. Belmont

DATE: July 7, 1961

FROM : C. A. Evans

SUBJECT: ORGANIZED CRIME AND  
RACKETEERING SECTION  
OF THE DEPARTMENT

In line with the Director's approval, the Attorney General was contacted this morning, July 7, 1961, relative to his observations as to the possibility of utilizing "electronic devices" in organized crime investigations.

It was pointed out to the Attorney General that we had taken action with regard to the use of microphone surveillances in these cases and while they represented an expensive investigative step, we were nevertheless utilizing them in all instances where this was technically feasible and where valuable information might be expected. The strong objections to the utilization of telephone taps as contrasted to microphone surveillances was stressed. The Attorney General stated he recognized the reasons why telephone taps should be restricted to national-defense-type cases and he was pleased we had been using microphone surveillances where these objections do not apply wherever possible in organized crime matters.

The Attorney General noted that he had approved several technical surveillances in connection with security-type investigations since he took office, but that he had not kept any record and didn't really know what he had approved and what surveillances were currently in operation. He said that for his own information he would like to see a list of the technical surveillances now in operation. He added that this could be brought over to him personally and that he would look it over and immediately return it because he realized the importance of having these records maintained under the special security conditions which only the FBI had.

If the Director approves, we will have the list of technical surveillances prepared, delivered personally to the Attorney General and then returned to the Bureau's file.

CAE:lds

UNITED STATES GOVERNMENT

*Memorandum*

TO : Mr. Belmont

DATE: August 17, 1961

FROM : C. A. Evans ✓

SUBJECT: MICROPHONE SURVEILLANCES

The Attorney General was contacted on the morning of August 17, 1961, with reference to the situation in New York City concerning the obtaining of leased lines from the telephone company for use in connection with microphone surveillances. This matter was discussed with the Attorney General and he was shown a specimen copy of the proposed letter which would be used. The Attorney General approved the proposed procedure in this regard and personally signed the attached memorandum evidencing such approval.

Enclosure

CAE:sp

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

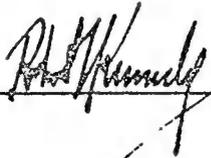
In Reply, Please Refer to  
File No.

August 17, 1961

In connection with the use of microphone surveillances it is frequently necessary to lease a special telephone line in order to monitor such a surveillance. These situations occur when it is impossible to locate a secure monitoring point in the immediate vicinity of the premises covered by the microphone. Even though a special telephone line is utilized, this activity in no way involves any interception of telephonic communications and is not a telephone tap.

In the New York City area the telephone company has over the years insisted that a letter be furnished to the telephone company on each occasion when a special telephone line is leased by the FBI. It is required that such a lease arrangement be with the approval of the Attorney General. In the past we have restricted the utilization of leased lines in New York City to situations involving telephone taps, all of which have been approved by the Attorney General.

We have not previously used leased lines in connection with microphone surveillances because of certain technical difficulties which existed in New York City. These technical difficulties have, however, now been overcome. If we are permitted to use leased telephone lines as an adjunct to our microphone surveillances, this type of coverage can be materially extended both in security and major criminal cases. Accordingly, your approval of our utilizing this leased line arrangement is requested. A sample of the letter which it is proposed will be sent to the telephone company if a leased line is secured in connection with microphone surveillances is attached.

Approved: 

Date: \_\_\_\_\_



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

December 20, 1966

(A) FEDERAL INCOME TAX - ADDITIONAL WITHHOLDING EXEMPTIONS --  
Beginning in 1967, employees may be entitled to claim additional Federal income tax exemptions if they have itemized deductions for 1966 and if they expect to have itemized deductions for 1967. Claiming such additional exemptions will have the effect of reducing the amount of income tax withheld from biweekly payments. To be eligible for such additional exemptions, an employee must have filed his 1966 Federal Tax Return. To claim such exemptions, an employee must submit a new W-4 Form as well as Schedule A to this form. In completing these forms it is essential that the exemptions claimed in Item 5 of the W-4 Form be in agreement with Item 7 of Schedule A. Any W-4 Form submitted, bearing entries in Item 5, must be accompanied by Schedule A. If an employee desires to have extra income tax withheld from his salary, he need only to enter the extra amount that he desires to be withheld each pay period opposite Item 7 of the W-4 Form. Such amounts must be shown in dollars only (no cents).

Exemptions claimed because of itemized deductions for 1967 will remain in effect through April 30, 1968. To continue the withholding of such exemptions beyond that date, a new W-4 Form and Schedule A must be submitted based on the income tax return data for 1967. If no new forms are submitted, Federal income tax deductions after April 30, 1968, will be based on exemptions claimed on the existing W-4 Form except for those shown opposite Item 5. The same general rule will apply in future years. Exemptions may be changed or discontinued at any time by executing a W-4 Form, with Schedule A where applicable.

The new W-4 Form, as well as Schedule A, has been ordered and as soon as these forms are received a supply will be forwarded to your office. When received, your current supply of W-4 Forms should be destroyed and the new forms used exclusively thereafter. If additional forms are needed they should be requisitioned in the usual manner from the Bureau.

(Security Letter on attached pages)

(B) IMMIGRANTS FROM USSR AND SATELLITE COUNTRIES -- Bureau letter to all offices August 2, 1966, expanded investigations of Soviet-bloc immigrants for a trial period of six months based on our experience in a case of two Soviet illegal agents who entered the United States through Canada as immigrants claiming East German birth.

The following case, which has recently come to the attention of the Bureau, is being called to your attention in connection with investigations under Section 105E, Manual of Instructions, since it demonstrates the Soviet Intelligence Service is recruiting immigrants to the United States. Upon the recommendation of a source on Estonian matters, a Russian immigrant of Estonian descent was interviewed in 1964 to determine whether he might have information of interest due to the fact he had recently arrived in the United States from the Soviet Union. He did supply general information concerning conditions in Estonia under Soviet domination.

On July 11, 1966, the immigrant directed a letter to the Bureau requesting that he be contacted "to discuss some political problems." When contacted, he supplied additional information concerning his background and his efforts to rejoin his wife and two sons from whom he had become separated during World War II and who had been living in the United States.

He stated that after unsuccessful attempts to leave the Soviet Union he had been interviewed by the "Security Police" and was told that the only way he could go to the United States would be to agree to furnish information to the Soviets and that after he had been in the United States for two and one-half years the Soviets would get in touch with him. He agreed to do this and was instructed in the use of contact paper for secret writing and the use of microdots. Following his entry into the United States in 1963, the Soviets made no contact with him until June, 1966, when he received a letter from an acquaintance in Estonia indicating the Soviets were initiating contact with him.

No investigation of this Russian immigrant had been conducted under Section 105E, Manual of Instructions. Inquiry disclosed the field office covering the immigrant's original destination in the United States had no record of notification from the Immigration and Naturalization Service concerning the immigrant's arrival.

12/20/66

SAC LETTER 66-80

- 2 -

Each Special Agent in Charge is instructed to reexamine the handling of cases under Section 105E, Manual of Instructions, to assure that liaison with the Immigration and Naturalization Service is providing notification of the arrival of all immigrants from the countries listed in that Section; that screening procedures and investigations are thorough; and that all Agents handling security investigations are alert to recognize immigrants who might have been recruited as intelligence Agents and who have not been investigated.

Due to his age (52) and family status, the above immigrant might have been eliminated under the criteria in Section 105E, Manual of Instructions. Therefore, these criteria must be broadened with regard to immigrants from the Soviet Union. Manual changes regarding this will be forthcoming.

Attention is also called to the possibility that persons in the Latvian, Lithuanian, or Estonian ethnic groups who may have been recruited by the Soviet Intelligence Service may be more willing to reveal their recruitment than persons of Russian descent.

Above Bureau letter of August 2, 1966, advised immigrants could enter the United States without a sponsor if they had assured employment in this country. For your information, immigrants may also enter without sponsors if they can show they will not become public charges because of financial resources in their own possession. The granting of visas is within the discretion of United States Consular officials and the Immigration and Naturalization Service records may not show the specific basis upon which immigrants are admitted without a sponsor.

Very truly yours,

John Edgar Hoover

Director

12/20/66  
SAC LETTER 66-80

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

October 4, 1966

(A) BUREAU AUTOMOBILE ACCIDENTS - FISCAL YEAR 1966 -- Detailed statistics concerning accidents reported to the Bureau involving Bureau cars during fiscal year 1966 are set forth below. Only those accidents have been included wherein property damage exceeded \$25.00 or there were personal injuries.

OFFICE	NUMBER OF ACCIDENTS		1966 IN- CREASE OR DE- CREASE OVER 1965	EMPLOY- EES HELD RESPON- SIBLE 1966	REPAIR COSTS TO BUREAU 1966	TOTAL MILEAGE DRIVEN 1966	ACCIDENT RATE PER 100,000 MILES 1966
	1966	1965	1965	1966	1966	1966	1966
Albany	5	0	+5	1	\$ 74.00	470,688	1.1
Albuquerque	1	0	+1	-	-	431,140	.2
Anchorage	0	1	-1	-	-	72,283	-
Atlanta	2	4	-2	-	839.07	992,235	.2
Baltimore	14	5	+9	7	-	859,352	1.6
Birmingham	7	1	+6	-	1,088.88	521,508	1.3
Boston	9	10	-1	2	907.14	885,463	1.0
Buffalo	7	5	+2	2	556.81	487,211	1.4
Butte	3	6	-3	-	-	579,606	.5
Charlotte	4	6	-2	2	-	1,243,093	.3
Chicago	9	16	-7	1	111.14	1,294,787	.7
Cincinnati	5	8	-3	2	-	804,510	.6
Cleveland	6	5	+1	1	718.96	669,115	.9
Columbia	1	Office Opened 12-1-65		-	69.00	377,770	.3
Dallas	3	9	-6	-	351.31	1,016,757	.3
Denver	11	6	+5	-	225.28	645,743	1.7
Detroit	7	10	-3	3	67.00	1,241,204	.6
El Paso	1	2	-1	1	-	182,330	.5
Honolulu	0	1	-1	-	-	67,184	-
Houston	3	4	-1	-	-	576,856	.5
Indianapolis	3	7	-4	-	1.58	690,522	.4
Jackson	8	7	+1	1	160.97	1,325,913	.6
Jacksonville	5	3	+2	2	40.95	696,318	.7

OFFICE	NUMBER OF ACCIDENTS		1966 IN- CREASE OR DE- CREASE OVER 1965	EMPLOY- EES HELD RESPON- SIBLE 1966	REPAIR COSTS TO BUREAU 1966	TOTAL MILEAGE DRIVEN 1966	ACCIDENT RATE PER 100,000 MILES 1966
	1966	1965					
Kansas City	7	5	+2	3	\$ 47.00	999,322	.7
Knoxville	1	2	-1	-	-	508,032	.2
Las Vegas	3	3	-	-	-	430,621	.7
Little Rock	3	6	-3	1	268.55	648,628	.5
Los Angeles	10	15	-5	3	348.09	2,320,895	.4
Louisville	5	3	+2	3	-	703,725	.7
Memphis	5	8	-3	1	-	515,525	1.0
Miami	17	12	+5	4	514.48	1,288,660	1.3
Milwaukee	1	10	-9	-	-	503,053	.2
Minneapolis	6	5	+1	1	107.31	877,952	.7
Mobile	0	1	-1	-	-	601,898	-
Newark	16	19	-3	3	218.06	1,246,478	1.3
New Haven	8	4	+4	-	643.05	511,605	1.6
New Orleans	11	7	+4	2	-	1,139,401	1.0
New York	22	20	+2	4	1,144.70	1,549,012	1.4
Norfolk	1	0	+1	-	-	214,354	.5
Ok' homo City	5	2	+3	1	121.45	1,039,617	.5
Omana	2	4	-2	1	51.90	480,658	.4
Philadelphia	14	7	+7	4	154.00	682,462	2.1
Phoenix	6	3	+3	1	434.03	702,790	.9
Pittsburgh	4	6	-2	-	243.60	890,331	.4
Portland	4	4	-	-	694.95	368,512	1.1
Richmond	3	3	-	1	252.95	749,831	.4
St. Louis	8	1	+7	2	88.65	501,843	1.6
Salt Lake City	0	1	-1	-	-	283,712	-
San Antonio	2	3	-1	-	88.19	470,018	.4
San Diego	4	8	-4	1	948.16	574,595	.7
San Francisco	8	5	+3	-	541.87	1,385,473	.6
San Juan	3	0	+3	-	365.00	372,832	.8
Savannah	2	7	-5	2	-	550,430	.4
Seattle	6	6	-	3	-	613,428	1.0
Springfield	6	1	+5	2	62.77	640,744	.9
Tampa	6	7	-1	2	-	756,599	.8
WFO	8	5	+3	3	-	914,541	.9
SOG	6	7	-1	3	-	321,809	1.9
Quantico	0	0	-	-	-	76,355	-
Legal Attaches	1	0	+1	-	-	95,194	1.1
<hr/>							
328	316	+12		76	\$12,983.21	42,662,523	.8

During fiscal year 1966, FBI personnel drove more than 42,600,000 miles in fulfilling our responsibilities. Due to the fact our work requires extensive use of automotive vehicles with resulting exposure to possibility of accidents, it is imperative that continuing priority attention be given to accident prevention and the encouragement of safe driving. As driving conditions differ in the various parts of the country, it is necessary that safety programs be designed to obtain best possible results in each geographical area. The success of these programs will depend upon the personal interest and direction of the SAC from whom these programs must emanate. Careful indoctrination is being afforded new agents during their attendance at New Agents' Classes, which should be continued as they report in the field.

Automobile accidents not only cause loss of use of vehicles for varied periods, increased operating costs, and additional administrative work, but more important, possible injury or death to employee. Reduction of accidents should be a challenge which all supervisors and officials should accept.

The only acceptable goal for any office is the elimination of all accidents and I am pleased to note that four offices and Quantico had no accidents in fiscal year 1966. In addition, 19 other offices had no accidents chargeable to employees. These offices are being awarded safe driving certificates for prominent display in suitable locations in these offices. I regret to advise increases in accidents were reported in 25 offices. It is essential that each SAC take whatever aggressive action is necessary in his office to achieve the goal of an accident-free record in the current fiscal year. The performance of your office in this regard will reveal the effectiveness of your efforts.

You should bring the foregoing information to the attention of all authorized drivers of the Bureau's automotive equipment. Continued close supervision must be afforded automobile accident investigations and personnel are to be forcefully reminded of their accountability for damages to Government property resulting from accidents in which they are responsible.

10-4-66  
SAC LETTER 66-61

- 3 -

(B) FBI FACIAL IDENTIFICATION CATALOG - FBI FORM BOOK -- The Exhibits Section of the Administrative Division has prepared an FBI Facial Identification Catalog to be used by our Agents to assist in the interviewing of witnesses in Bureau cases where an artist's conception of an unknown subject is desired.

Copies of this Catalog along with a supply of the FBI Facial Identification Fact Sheet (FD-383) are being transmitted separately to each office. Upon receipt, these Catalogs should be added to the nonexpendable inventory of each office. There are attached to this SAC Letter three copies of FD-383; one copy should be placed in the FBI Form Book.

The Catalogs should be afforded appropriate security but SAC's should feel free to distribute them to appropriate squads and resident agencies to permit ready access by Agent personnel. The FD-383 contains instructions concerning its use and page 4 of the Catalog gives detailed instructions. Agents should be thoroughly familiar with these instructions prior to using the Catalog.

An artist's conception should be requested only when the interviewing Agent feels that the witness recalls sufficient data concerning the facial characteristics of the unknown subject to warrant such a request. Artist's conceptions will be prepared in black and white. Color sketches are very time consuming to prepare and generally add nothing from an investigative aid standpoint over a black and white print. They will be considered only after the witness advises a black and white sketch is a good likeness and their preparation is completely justified by the requesting office.

Agents assigned to unsolved bank robbery and other major cases should consider requesting the preparation of an artist's conception whenever they feel the witness or witnesses are in a position to furnish sufficient descriptive details of facial characteristics and when other immediate leads have been exhausted. The Bureau's Exhibits Section has a limited staff of artists available to prepare these artist's conceptions. By the proper use of this Catalog, our artist's conceptions can be made more effective but at the same time it should be borne in mind that indiscriminate requests for artist's conceptions will only dilute the effectiveness of this program.

10-4-66

SAC LETTER 66-61

- 4 -

(C) COMMUNICATIONS ECONOMY - TELETYPE SERVICE -- SAC Letter 66-54 (C), 8/30/66, advised you of increase in TWX teletype message tolls effective 9/1/66, and of measures you should take to keep teletype costs as low as possible. For your information, the average Bureau single-address TWX teletype transmission is two and one-half minutes, and for conference messages it is a minute longer. The longer transmission time of conference messages is substantially because of the increase in time to obtain an acknowledgment from each addressee office. This is another good reason for sending messages individually rather than as a conference transmission. At speed Bureau's teletype-writers operate, a teletype message heading and approximately five lines of text can be transmitted in one minute and approximately seven lines of text for each additional full minute of transmission time. To transmission time must be added the time required for the acknowledgment.

Consider these facts in approving teletypes for transmission. Assure your employees send multiple address messages to each addressee individually rather than as conference messages in each instance it can be done and that they acknowledge for messages immediately. Field teletype bills for September, 1966, and subsequent bills for any office not following instructions, will be examined at SOG to assure Bureau's desires in this matter are followed.

10-4-66

SAC LETTER 66-61

(D) TELEPHONES - ECONOMY - SEMIANNUAL DESK-TO-DESK TELEPHONE SURVEY -- Each field and SOG division should survey its telephone equipment and facilities during October, 1966, and submit report to reach Files and Communications Division by November 14, 1966, on equipment and facilities discontinued and resulting monthly saving. In addition, field divisions should report all existing equipment and costs as called for in Form FD-344 together with information on telephone equipment, lines, et cetera, and monthly costs for the resident agencies, including telephone numbers. Submit all reports in duplicate.

10-4-66

SAC LETTER 66-61

- 5 -

Remove any facility or equipment not needed for day-to-day operations. Restrict to within-the-office dialing where technically possible all telephones not used by personnel with need to make official outside calls, or replace these instruments where possible, practical and more economical with an instrument connected only to existing office intercom line. Elimination of illuminated key (push-button) instruments produces most saving in equipment costs.

10-4-66  
SAC LETTER 66-61

- 6 -

(E) PROTECTION OF THE PRESIDENT AND VICE PRESIDENT OF THE UNITED STATES -- In order that there will be no misunderstanding, Bureau personnel should not be utilized to cover personal appearances of the President, Vice President or their families without prior Bureau authority. These instructions are not to be interpreted as mitigating your responsibility to maintain adequate liaison with Secret Service in order to be immediately advised of violations coming within our investigative jurisdiction.

The above should be brought to the attention of all investigative personnel.

10-4-66  
SAC LETTER 66-61

(F) INTERSTATE TRANSPORTATION OF STOLEN PROPERTY - TOOLS AND IMPLEMENTS -- We have in the past successfully obtained prosecution under the subsection of Section 2314, Title 18, United States Code, concerned with the interstate transportation of tools and implements used in falsely making or counterfeiting securities, including cases where check writers were considered as the tool or implement used. Some United States Attorneys have, however, questioned whether a check writer is a tool or implement within the meaning of the statute, and in at least one instance the Department upheld declination of prosecution.

The Department has now directed our attention to the decision by the Ninth Circuit Court of Appeals in the matter involving Elledge vs. United States (359 F 2d 404 (C.A. 9, 1966)). This decision upheld the indictment and affirmed the conviction in a case involving a check writer. The court held in this instance that it is the fraudulent purpose of the transportation rather than the criminal character of the thing transported which constitutes the offense.

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SAC LETTER 66-61

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Although the foregoing decision is not binding on other circuits, it is persuasive and may be followed in other circuits. Accordingly, it is being brought to your attention for information and use in any discussions you might have with United States Attorneys regarding the definition of a tool or implement under the ITSP Statute. The Department has advised that United States Attorneys will be advised of the above through the United States Attorneys' Bulletin.

(Security Letters on attached pages)

10-4-66  
SAC LETTER 66-61

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(G) SECURITY INFORMANTS -- Current restrictions on the use of confidential investigative techniques have made the gathering of intelligence data and the protection of the country against subversives far more difficult than in the past. Furthermore, there have been expanded communist activities in general and widespread demonstrations throughout the country involving subversive elements. Although we have made appreciable progress in our coverage of subversive activities, it being noted that 16 security informants were placed in the Communist Party during the first six months of this year against 15 during the 12 months of 1965, additional informants are needed if we are to have necessary coverage of subversive activities.

The importance of security informants to the Bureau and in turn to the security of the United States demands that we continue to exercise every effort and means to develop and maintain adequate informant coverage of the Communist Party and other subversive organizations. There is still a great need for additional security informant coverage in all phases of our investigative activity in the internal security field. This matter should be stressed to all personnel assigned to security investigations.

10-4-66

SAC LETTER 66-61

(H) THE MODERN-DAY SOVIET SPY - A PROFILE - REPRINT MATERIAL -- The August, 1966, issue of "Industrial Security" Magazine contains my article entitled "The Modern-Day Soviet Spy - A Profile." This article analyzes some of the problems we face in the field of Soviet intelligence and discusses the techniques and targets of Soviet agents. The article also sets forth suggestions on how citizens, as well as industrial security officers, can be of assistance to the FBI in this area.

This article should be considered as a possible investigative aid in espionage cases. In the past, the Bureau has received valuable information from individuals who have read similar articles on the topic of Soviet espionage.

10-4-66

SAC LETTER 66-61

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Investigative personnel should be familiar with the contents of this article and be alert for situations wherein it may be used to advantage. Reprints of the article are available and copies have been furnished each office. Additional copies may be obtained by routing slip, attention Crime Records.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B)

10-4-66  
SAC LETTER 66-61

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

October 11, 1966

RE: DISSEMINATION OF INFORMATION BY TELETYPE

During the Dominican crisis, the unusual demands of the situation required the Bureau to install a teletype system whereby teletype dissemination could be made of current intelligence data to the White House and other interested agencies within the hour of its receipt at the Bureau from Santo Domingo and other contributing offices. The White House, Department of State, Central Intelligence Agency, Defense Intelligence Agency, Department of the Army, Department of the Air Force, Secret Service, and National Security Agency are on the Bureau's teletype circuit.

As a result of the success and effectiveness of our special teletype dissemination procedures in handling Dominican traffic during the past year, the Bureau is now extending these procedures to all current intelligence data concerning security-type, racial (exclusive of civil rights), threats against the President, and foreign intelligence matters which, because of importance and urgency, are furnished to the Bureau by teletype and which warrant immediate dissemination to one or more agencies on the teletype circuit.

By extending these special dissemination procedures, the Bureau will not only be able to furnish to other agencies written dissemination of current intelligence electronically with maximum security in code provided, but the savings in cost and manpower by eliminating duplicate reporting now required by follow-up airtels and letterhead memoranda could be considerable. The success, however, of this system will depend on your ability to recognize the data which meet the criteria for teletype dissemination and to prepare the field teletype in a manner whereby such can be retransmitted with an absolute minimum of editing at the Bureau.

Immediately after appropriate caption, teletype should be worded in the same manner as a well-prepared, concise letterhead memorandum. Use of abbreviations (except in the administrative section) is restricted to those which are universally accepted (such as Mr., Mrs., Dr.) and to well-known abbreviations for a name or subject matter when it has been set out in full the first time it appears in the text.

When it is necessary to describe individuals and organizations in the teletype, you must endeavor to utilize succinct descriptions and in doing so be absolutely certain that any such description is substantiated by back-up material in your files.

With reference to submissions relating to threats against the President, the body of the teletype prepared for dissemination should contain names of organizations advised locally, identities of employees to whom information was furnished, date and time of notification and identity of FBI employee furnishing information.

Effective immediately, in preparation of teletypes under this system, set forth all administrative data, including references, at the end of the teletype under the heading "Administrative." If the material is classified, give the classification assigned and succinct reason for classification under this heading.

For your possible assistance, there is attached a sample copy of a teletype submitted by the field in line with the above. In deciding whether information being submitted by teletype meets the test for preparation in form whereby teletype dissemination by the Bureau can be accomplished, the following guidelines are suggested:

(1) Current intelligence information is of such urgency that it is readily apparent the Bureau, to fulfill its responsibilities, must make immediate dissemination on receipt, and

(2) Dissemination being made would be to one or more agencies on the Bureau's teletype network. Bear in mind that the Department of Justice is not on the teletype network and that if the Department of Justice is the sole interested

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SAC LETTER 66-63

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agency, this teletype dissemination method cannot be used. On the other hand, the Bureau is able to make rapid written dissemination to agencies not on the network by forwarding by special messenger a Xerox copy of the teletype which has been disseminated to agencies on the network.

Since teletypes prepared under this system are used to provide written dissemination, subsequent submission of letterhead memoranda by cover airtel solely to be used for written confirmation purposes can be eliminated in many cases. Accordingly, the administrative section of the field teletype should state, "No LHM being submitted," when such is the case.

Likewise, preparation of letterhead memoranda solely for the purpose of making written dissemination to local agencies can be eliminated under this system by requesting the Bureau to furnish a copy of the teletype disseminated at the Seat of Government. The Bureau will forward such copy immediately to the originating field office by teletype (where leased-line teletype facilities exist) and in other instances expeditiously by sending a Xerox copy of such teletype by mail. The field office can then duplicate appropriate number of copies of the disseminated message which can be used in making local dissemination or confirming oral dissemination previously made.

In requesting Bureau to forward copy of disseminated teletype, utilize code word, "SUCOP" (abbreviation for "submit copy"), in the administrative section of the teletype message. When using "SUCOP," there will be no necessity for stating "No LHM being submitted" as such will be understood.

Where circumstances warrant immediate local dissemination, such information should be promptly disseminated orally, not waiting for a Xerox copy from the Bureau. The Xerox copy should be utilized for written confirmation upon receipt.

Where the teletype synopsis lengthy data, the complete data must be prepared for the record in your files. Where the more complete data would be essential to proper

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SAC LETTER 66-63

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consideration by the Bureau and interested agencies, but is not necessary to satisfy the need for immediate dissemination, the teletype should be followed by a detailed letterhead memorandum or report containing the complete data and the administrative portion of the teletype should indicate a letterhead memorandum or report follows.

In extending these special dissemination procedures, the Bureau is definitely not encouraging the submission of teletypes where airtels and letters should be used. In fact, there should be no appreciable increase of teletype messages involved as data which meet the criteria for this dissemination system should always have been received at the Bureau previously in teletype form because of urgency of information involved. It is, however, the Bureau's intention to provide a readily available system whereby intelligence data of urgent nature are expeditiously disseminated in written form under maximum security conditions to other agencies and the value of this information is not diluted because of delay occasioned by the use of outmoded dissemination procedures.

Very truly yours,

John Edgar Hoover

Director

Enclosure

10/11/66  
SAC LETTER 66-63

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SAMPLE

F B I

Date: 7-27-66

Transmit the following in \_\_\_\_\_  
CODE  
(Type in plaintext or code)Via TELETYPE \_\_\_\_\_  
URGENT  
(Priority)

TO: DIRECTOR, FBI  
LEGAT, SANTO DOMINGO  
SAC, WFO

FROM: SAC, SAN JUAN

DOMINICAN SITUATION

A CONFIDENTIAL SOURCE WHO HAS FURNISHED RELIABLE INFORMATION IN THE PAST ADVISED ON JULY TWENTY-SIX, LAST, THAT OFFICERS OF THE MARXIST-LENINIST PRO-CHINESE COMMUNIST MOVIMIENTO POPULAR DOMINICANO (MPD - DOMINICAN POPULAR MOVEMENT) IN SAN JUAN, PUERTO RICO, WERE PLANNING DEMONSTRATIONS FOR AUGUST ONE, NEXT, IN SAN JUAN, URGING EXPEDITIOUS WITHDRAWAL OF THE INTER-AMERICAN PEACE FORCE (IAPF) FROM DOMINICAN REPUBLIC (DR).

ANOTHER CONFIDENTIAL SOURCE WHO HAS FURNISHED RELIABLE INFORMATION IN THE PAST REPORTED HAVING HEARD A RUMOR THAT ONE MPD OFFICER FROM SAN JUAN, NOT FURTHER IDENTIFIED, WILL TRAVEL TO WASHINGTON, D. C., ON AUGUST FIVE, NEXT, TO DEMAND AUDIENCE WITH PRESIDENT REGARDING IAPF WITHDRAWAL FROM DR. SOURCE ADVISED THIS INDIVIDUAL REPORTEDLY HAS TERRORISTIC TENDENCIES.

ADMINISTRATIVE:

REBUTEL JULY TWENTY-FIVE, LAST.

SAMPLE

Sent Via \_\_\_\_\_

M

Per \_\_\_\_\_

SAMPLE

PAGE TWO

RESPECTIVELY.

DATA CLASSIFIED "CONFIDENTIAL" TO PROTECT SOURCES.

LEADS: SANTO DOMINGO CONTACT SOURCES. WFO CONTACT SOURCES  
AND ALERT LOCAL POLICE DEPARTMENT AND SECRET SERVICE. SAN JUAN  
CONTINUING INVESTIGATION TO VERIFY RUMOR AND IDENTIFY MPD TERRORIST.  
SAN JUAN HAS ADVISED SECRET SERVICE LOCALLY.

SUCOP.

SAMPLE



PERSONAL ATTENTION  
SAC LETTER 66-68

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

November 1, 1966

(A) REPORT WRITING - MAPS -- As the result of a suggestion the following technique is being brought to your attention to be considered for use in reports wherein it is necessary to describe or pinpoint a particular locality. Briefly the technique consists in mechanical reproduction of the pertinent portion of an official state road map for inclusion in the first part of a bank robbery, bank burglary, or other major case report. The item should be inserted in the first report submitted suitably captioned and depicting the location and description of the establishment or location where the crime was committed. Pertinent points of interest or importance should be circled and numbered or lettered. These markings should be explained on the same page if sufficient space exists. The marking should be done after reproduction and ink or lead other than black or blue black should be used as these colors tend to obliterate the existing printed items on the map. Official state road maps should be used to avoid infringement of copyrights.

This method is used most effectively to determine locales in sparsely populated, rural or remote areas with less than the usual distinguishing features or points of reference; however, it will be of value in any type of case where knowledge of the locale is of benefit to the reader of the report. Where the technique is applicable, it is plain that it will save considerable time which would be needed to sketch or verbally describe a particular location.

11/1/66

SAC LETTER 66-68

(B) THIRD AGENCY CONSIDERATION

THIRD AGENCY CONSIDERATION

11/1/66  
SAC LETTER 66-68

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(C) FUGITIVE INVESTIGATIONS - HOLIDAY INNS OF AMERICA -- The Holiday Inns of America have installed a teletype system connecting all Holiday Inns located in each of the 50 states and in some parts of Canada with their general office in Memphis, Tennessee, which may be beneficial in locating Bureau fugitives and in other cases. Each night a lengthy business summary teletype is sent to all Holiday Inns. On a limited basis, Holiday Inns officials have agreed to include with each summary not more than two short messages concerning Bureau cases. Instances in which facilities used must be highly selective, limited to those wherein subjects patronize, issue worthless checks or steal property from motels. Cancellation should be made in the same manner. Address requests to Bureau and Memphis on UACB basis. In instances where utilized, all offices and Legat, Ottawa, must be furnished sufficient background to handle potential leads.

(Security Letter on attached page)

11/1/66  
SAC LETTER 66-68

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(D) CUBAN INTELLIGENCE ACTIVITIES IN THE UNITED STATES - INTERNAL SECURITY - CUBA -- There is being prepared at the Bureau an album relating to Cuban intelligence personalities. This album will contain background data, photographs, and descriptions of individuals known to have or suspected of having intelligence assignments on behalf of Cuba. While investigations of this type for the most part are handled by San Juan, New York and Miami, other offices and/or Legal Attaches may in the future acquire data or become involved in investigations which would identify individuals who could be included in the album. All offices should be alert for such information and the Bureau should be advised under the above caption (Bufile 105-80787) in cases where data which can logically be included in the album is developed. A copy of the above album will be furnished to New York, Miami, Newark, San Juan and Legal Attaches, Mexico City and Ottawa, separately. Any office desiring a copy of the album for use as an investigative aid should direct an appropriate communication to the Bureau.

Very truly yours,

John Edgar Hoover

Director

11/1/66  
SAC LETTER 66-68

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PERSONAL ATTENTION  
SAC LETTER 66-72  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON, D.C. 20535  
November 15, 1966

(A) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION (PPC) - 1966 -- I am pleased to announce the results of the 1966 FBIRA-sponsored Interooffice Firearms Competition (PPC). The Houston Division won the overall competition with an average score, including handicap, of 101.95 (93.73 + 8.22). The "J. Edgar Hoover Practical Pistol Course Trophy" is being sent to Houston where it will remain until the winner of the 1967 competition is determined. A plaque is also being forwarded to Houston, which is to be permanently retained by that Division.

In addition to the overall winner, plaques for permanent retention will be presented to the second and third-place winners, Las Vegas - 101.65 (96.69 + 4.96) and Norfolk - 100.90 (94.2 + 6.70) respectively. Again this year, divisions were divided into groups according to the Agent participants and the office having the highest average, plus handicap, in each group is being cited for "honorable mention." Excluding the first three winners, the division in each group winning the citation is as follows:

	<u>Net</u>	<u>Gross</u>
Group 1 - Philadelphia	91.07	99.16
Group 2 - Tampa	90.8	99.65
Group 3 - San Juan	93.38	100.75
Group 4 - El Paso	92.25	100.29

The relative standing of each office, according to group, is as follows:

<u>Group 1</u>	<u>Net</u>	<u>Gross</u>	<u>Group 2</u>	<u>Net</u>	<u>Gross</u>
1. Philadelphia	91.07	99.16	1. Tampa	90.80	99.65
2. Chicago	93.30	98.78	2. Boston	92.40	99.54
3. Los Angeles	92.18	98.78	3. Charlotte	93.59	99.47
4. Detroit	92.06	98.57	4. Richmond	91.20	99.15
5. Washington Field	90.73	98.57	5. Jacksonville	93.73	99.13
6. Newark	92.90	98.48	6. Atlanta	90.98	98.73
7. San Francisco	92.04	98.37	7. Kansas City	91.78	98.63
8. Miami	90.08	98.01	8. Baltimore	90.96	98.43
9. New Orleans	91.30	97.72	9. Jackson	90.56	98.36
10. New York	89.40	97.20	10. Cincinnati	91.86	98.08
11. Seat of Government	89.30	96.38	11. Minneapolis	92.65	97.93
			12. Cleveland	89.88	97.75
			13. Pittsburgh	91.00	97.54
			14. Indianapolis	91.09	97.52
			15. Seattle	92.24	97.40
			16. Dallas	90.04	96.74
			17. Oklahoma City	88.54	96.68
<u>Group 3</u>	<u>Net</u>	<u>Gross</u>	<u>Group 4</u>	<u>Net</u>	<u>Gross</u>
1. San Juan	93.38	100.75	1. El Paso	92.25	100.29
2. San Antonio	90.88	100.00	2. Butte	93.80	100.28
3. Mobile	92.78	99.27	3. Portland	94.33	100.15
4. Milwaukee	91.94	99.27	4. Savannah	91.98	99.68
5. Buffalo	91.20	98.39	5. Knoxville	93.20	98.66
6. Phoenix	91.98	98.35	6. Little Rock	92.63	98.61
7. Denver	91.11	98.23	7. Albuquerque	93.14	98.21
8. Memphis	90.40	97.70	8. Omaha	91.96	98.12
9. St. Louis	90.03	97.62	9. Albany	90.00	97.82
10. Springfield	91.44	97.52	10. Salt Lake City	91.10	97.66
11. New Haven	91.16	97.46	11. Anchorage	95.07	97.25
12. Louisville	89.54	97.40	12. Honolulu	90.48	96.90
13. San Diego	90.60	97.19			
14. Columbia	88.00	97.00			
15. Birmingham	89.04	96.15			

The increase in participation by Agent personnel and the enthusiasm generated in the overall competition for the "J. Edgar Hoover Practical Pistol Course Trophy" are indeed heartening. This year, the overall average for Special Agents participating was 91.10%.

11/15/66

SAC LETTER 66-72

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(B) REALIGNMENT OF JUDICIAL DISTRICTS OF CALIFORNIA -- Effective September 18, 1966, California was divided into the Northern, Eastern, Central and Southern Judicial Districts. Prior to that date the Northern and Southern Districts covered the entire state. Criminal trials pending on the effective date were continued under the same indictments and in the same courts. For example, assume that an indictment was returned in the old Northern District and the trial began in that District prior to September 18, 1966. If the trial was still in progress on that date the realignment of Judicial Districts did not affect it, even though the place in which the indictment was returned and the location of the trial are in a different district under the realignment. The trial continued as though the place of indictment and the place of trial were still in the Northern District.

Cases in which the offense was committed prior to September 18, 1966, but trial had not begun by that date also are to be proceeded with as though there was no realignment of the California Judicial Districts. Such cases shall be captioned, presented for indictment and tried in the respective district as it existed prior to September 18, 1966.

The Department of Justice has requested the United States Attorneys of California to discuss this matter with Federal law enforcement officials in their respective districts. The results of any such discussions should be appropriately reported to the Bureau for the attention of the Training Division.

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SAC LETTER 66-72

(C) MAJOR CASES - DISSEMINATION OF INFORMATION -- At the present time, in connection with Bank Robbery Statute violations and major cases involving classifications such as Interstate Transportation of Stolen Property and Theft From Interstate Shipment, the office of origin sends communications to appropriate Bureau field offices, setting forth the background of the case and requesting that law enforcement agencies and logical informants be contacted for any pertinent information. The suggestion has been made that in instances of this kind, the office of origin incorporate the facts in blind memorandum form and furnish appropriate offices this memorandum by cover airtel or letter. Receiving

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SAC LETTER 66-72

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offices having Xerox copying machines can then make a Xerox master of the blind memorandum, after which the necessary number of copies can be reproduced on Multilith equipment. This procedure will eliminate receiving offices' having to type a master copy from the incoming communication, and considerable savings of typing time will be realized.

Effective immediately, all offices requesting other field divisions to contact confidential informants, law enforcement agencies, etc., will set out pertinent background information and specific requests in blind memorandum form, submitting these memoranda to receiving offices by appropriate cover communication. Receiving offices who now have Xerox copying machines may then reproduce the necessary number of copies as outlined above.

11/15/66  
SAC LETTER 66-72

(D) TELEPHONES - COMMUNICATIONS ECONOMY - INWARD WIDE AREA TELEPHONE SERVICE (INWATS) -- Intrastate INWATS, which permits callers in any area of the state to make telephone calls without tolls to one specific location in the state, is now available in states where there are FBI Field Offices as set out in attachment to this letter. Availability in additional field office states will follow at discretion of public utility authorities in the states in the next several months and offices concerned will be advised by routing slip as this information becomes available to the Bureau. If this information becomes available to a field office first, the Bureau should be advised.

Each office now having regular (outward) Wide Area Telephone Service (WATS) and where INWATS is now available should examine for the latest available 90-day billing period intrastate toll calls now being made at Bureau expense and its WATS calls to determine if INWATS may offer better service, or equivalent service at less cost. Consider calling pattern and use of one measured time WATS and one full time INWATS, or vice versa, or other combinations of these services offering the most in service and economy in your operations. Offices which have not been able to justify use of full time WATS are not likely to be able to justify a combination of the two services.

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SAC LETTER 66-72

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In other offices where INWATS is available examine costs and calling patterns for intrastate telephone toll calls exchanged with Resident Agents and with outside agencies and individuals at Bureau expense for the latest available 90-day billing period to determine possible value of INWATS. Solicit cooperation of local telephone company for information as to accumulative monthly circuit time of such toll calls as pertinent to the study.

No change in current WATS service or use of new WATS or INWATS may be made without Bureau approval. Offices where INWATS is now available should furnish Bureau results of analysis of INWATS value and recommendations for or against its use by December 16, 1966. Offices where INWATS not now available should submit results of INWATS study and recommendations for or against its use within 30 days of time notified INWATS available in its headquarters city state.

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SAC LETTER 66-72

(E) PHOTOGRAPHIC PRINTS OF ARTIST'S CONCEPTIONS -- Beginning November 7, 1966, all artist's conception drawings prepared or revised by Exhibits Section, Administrative Division (with exception of NABRA items), will bear on the bottom of each copy, the Bureau file number, the pertinent field office file number, and the date of issue of the drawing. Thus, the drawing can be immediately identified with the case to which it pertains, the office which requested the drawing, and the date of issue.

It will be incumbent upon all offices to remove this information from copies of such drawings when they are used in circular letters or released for reproduction by news media. This can be done by cutting off the bottom portion of the photographic print which contains the file numbers and date.

Note, however, that this information should not be removed when these drawings are to be produced as evidence in a court trial, since date of preparation could be relevant to a Government witness's testimony and, if cut off, defense counsel could raise question regarding entirety of evidence.

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SAC LETTER 66-72

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(F) ACCOMPLISHMENTS - PRESENTATION OF CASES TO UNITED STATES ATTORNEYS -- Reference is made to SAC Letter 64-48 (B) dated 9/29/64, and FBI Handbook for Special Agents, Part I, Page 16a.

I want to reiterate existing instructions that whenever Federal prosecution is declined by a United States Attorney or his assistant in favor of prosecution by local authorities, and investigation has been conducted by Bureau personnel, the Bureau should be notified immediately by airtel or more expeditious means depending on the circumstances involved. This communication should contain a concise summary of the violation, the extent of the investigation conducted by your office and the specific reason why the United States Attorney feels the matter should be handled in local court. Your recommendation should be submitted as to whether this matter should be taken up with Departmental officials at the headquarters level.

In addition to the above, you should also advise the Bureau of situations involving juveniles where the U. S. Attorney defers prosecution and aggravated or other circumstances are present which would appear to warrant or justify Federal prosecution.

In order to protect the Bureau's interests, it is essential there be strict compliance with this rule. Insure this matter is frequently brought to the attention of all investigative personnel.

11/15/66  
SAC LETTER 66-72

(G) TECHNICAL AND MICROPHONE SURVEILLANCES -- USE OF INFORMATION FROM ELECTRONIC DEVICES IN CRIMINAL PROSECUTIONS -- The Acting Attorney General by memorandum 493 dated November 3, 1966, has transmitted to all United States Attorneys instructions to be alert as to each prosecutive case for evidence that might be tainted because of the use of electronic devices during the investigation. The instructions require that in the event the United States Attorney believes that there has been wire tapping or other electronic surveillance touching a particular case, he is required to

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SAC LETTER 66-72

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immediately notify Mr. J. Walter Yeagley, Assistant Attorney General, Internal Security Division.

With reference to this subject matter the Bureau is currently handling numerous requests from the Department to check the names of various subjects against the special indices set up at the Bureau on all persons who have been subject of any FBI electronic surveillance. It is expected that any cases questioned by the United States Attorneys and referred to Mr. Yeagley will be given the same examination on the request of the Department.

Although instructions to the United States Attorneys by the Acting Attorney General do not specifically require contact with the various investigative agencies at the field level, it is quite likely that some of our field offices will receive inquiries from the United States Attorneys. In case such inquiries are received by field offices requesting that information obtained from electronic surveillances be furnished, the Bureau should be immediately advised of the request and all pertinent details. No response should be made to the United States Attorneys in such instances without prior Bureau authorization. This procedure is necessary in view of the possibility that the subject of a case may have been in some way covered by an electronic surveillance in a field office not participating in investigation of the prosecutive case in question.

The instructions issued to the United States Attorneys by the Acting Attorney General are as follows:

"You will recall that in May 1966 the Department advised the Supreme Court of facts relating to the case of Black v. United States, October Term, 1965, No. 1029. Its memorandum in that case stated in pertinent part:

'Notwithstanding the Department of Justice's conclusion that the monitoring of conversations between petitioner and his attorney had no effect upon his conviction or the fairness of his trial, we have no doubt that in the circumstances outlined above petitioner is entitled to a judicial determination. We also recognize that petitioner has standing to raise, in a district court, the question whether other conversations (i. e., conversations not involving an attorney-client relationship)

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SAC LETTER 66-72

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which were overheard as a result of the listening device installed in his suite furnished any leads or evidence in his case. At an appropriate hearing, the government proposes to submit all of the facts upon which a full judicial determination can be made.'

"This Department must never proceed with any investigation or case which includes evidence illegally obtained or the fruits of that evidence. No investigation or case of that character shall go forward until such evidence and all of its fruits have been purged and we are in a position to assure ourselves and the court that there is no taint or unfairness. We must, also, scrupulously avoid any situation in which an intrusion into a confidential relationship would deny a fair hearing to a defendant or person under investigation.

"For this reason we are in the process of requesting each investigative agency concerned to review its files in order to determine whether there has been wiretapping or electronic surveillance touching a particular case or matter. We are making a similar review of cases and matters pending in the Department. You will be informed immediately whenever a case or matter in your office is found to fall in this category.

"Many matters are referred directly to your offices by the investigating agencies. Special attention must be given to these. But, it is imperative that you and your assistants make every effort to ascertain whether any cases, now pending or hereafter received, present the problem of wiretapping or electronic surveillance. No single means of checking is infallible but you should keep in mind that the same person or matter may have been investigated by several Federal or State agencies and the information supplied to you may in fact come from more than one source. You should be particularly attentive to those cases which involve, directly or indirectly, hard core elements of organized crime.

"It is, of course, the very rare case--one out of thousands--in which you will encounter the problem to which this memorandum is addressed. The problem will arise in cases in which some investigation was conducted prior to July, 1965. Present practice, adopted in July 1965 in confirmity with the policies declared by President Johnson on

11/15/66

SAC LETTER 66-72

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June 30, 1965, for the entire Federal establishment, prohibits the installation of listening devices in private areas (as well as the interception of telephone and other wire communications) in all instances other than those involving the collection of intelligence affecting the national security. The specific authorization of the Attorney General must be obtained in each instance when this exception is invoked. Intelligence data so collected will not be available for investigative or litigative purposes.

"If you have any reason whatever to believe that there has been wiretapping or electronic surveillance touching a particular case, you should immediately notify Mr. J. Walter Yeagley, Assistant Attorney General, Internal Security Division, so that further inquiry may be pursued by the Department."

11/15/66  
SAC LETTER 66-72

(H) THEFT FROM INTERSTATE SHIPMENT (TFIS) MATTERS --  
An increase in the volume of valuable merchandise being forwarded in interstate and foreign commerce can be expected with the approach of the holiday season. We must be prepared to cope with the corresponding increase in the number of thefts or hijacking of such shipments.

With this in mind each office should prepare to effectively meet the expected increase in thefts. Informants and sources should be alerted and coverage in these cases should be increased. Insure that you have strong, effective liaison with shippers, common carriers, local law enforcement agencies, and others so that prompt referral of matters within our jurisdiction will be had.

All thefts must receive immediate and thorough investigative attention.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (D)

11/15/66  
SAC LETTER 66-72

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PERSONAL ATTENTION  
SAC LETTER 66-77

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

December 13, 1966

(A) TYPEWRITERS - SUBMISSION TO LABORATORY -- A number of instances have been noted where typewriters were shipped to the Laboratory when typewriting samples obtained in accordance with existing instructions would have sufficed for examination purposes.

In order to hold shipping costs to a minimum and insure uniform practices throughout the field, a typewriter should not be submitted to the Laboratory unless it is inoperable, or the Laboratory, after examining the typewriting samples, finds that it will be necessary to examine the typewriter itself.

(B) BUREAU APPLICANTS' - ESTABLISHMENT OF NEW AGENTS' CLASSES --  
The following New Agents' Classes are being scheduled for the first half of fiscal year 1968: July 24, August 7, September 18, October 16, November 13, and December 4, 1967. You should insure that you continue to recommend only those applicants for the Special Agent position who meet the highest standards of personal appearance, personality, and maturity.

12/13/66

SAC LETTER 66-77

(C) HOODLUM COVERAGE IN THE GREATER MIAMI, FLORIDA, AREA DURING WINTER SEASON 1966 - 1967 - CRIMINAL INTELLIGENCE PROGRAM --  
During the winter season it is necessary for the Miami Office to make special plans to afford coverage of the activities of out-of-town hoodlums who visit the area. These plans include the utilization of informants and sources in places frequented by racketeers and the dissemination of appropriate information to responsible local officials and authorities.

To assist the Miami Office in the prompt establishment of effective coverage on hoodlums and racketeers traveling to the Miami area, field offices are instructed to furnish to the Miami Office background information, including criminal records and physical descriptions, as well as details of itineraries of such hoodlums. Information on travel plans should be forwarded expeditiously by appropriate communication to provide as much notice as possible to the Miami Office. Make certain that information received from confidential informants and valuable sources is not jeopardized by investigative activity or dissemination to other agencies, but is appropriately paraphrased where necessary. All surveillances instituted must be discreet and should only be conducted where there is a definite and useful objective to be achieved.

All offices should furnish a brief outline to Miami of public source data identifying any of these hoodlums as members of organized criminal groups, such as La Cosa Nostra, which information can be made available if necessary to local law enforcement officials and news media.

Each field office should advise the Bureau and Miami Office if any highly placed informants are in a position to travel to Florida to provide coverage on hoodlum activities, which would be of significant value to the Bureau. The Bureau will thereafter decide if the travel of a particular informant is warranted.

12/13/66

SAC LETTER 66-77

- 2 -

For the information of all offices, a new gambling casino known as El Casino is scheduled to be opened on December 31, 1966, in the Freeport section of Grand Bahama Island. This casino is reported to be approximately three times the size of the Monte Carlo casino which is now in operation on this island in the Bahamas. Numerous gamblers and hoodlums will undoubtedly be making plans to attend either the grand opening of the new casino or visit it during the coming season.

(Security Letter on attached page)

12/13/66  
SAC LETTER 66-77

- 3 -

(D) CHINESE UNIVERSITIES AND GRADUATE SCHOOLS -- In May, 1965, the Bureau established on an experimental basis, a special index which provides a central repository of names of individuals now in the United States who have attended universities and graduate schools in Communist China. When established only four offices, New York, San Francisco, Los Angeles, and Washington Field, contributed to this index. However, it is believed this index could be of substantial value to all offices.

Accordingly, when submitting results of an interview of a person who has attended a university or graduate school in Communist China, you should also submit a five by eight index card containing the following information: (1) the name of educational institution and Chinese Telegraphic Code numbers for the name; (2) location of the school; (3) name of the person interviewed and Chinese Telegraphic Code numbers for his name; (4) interviewee's current residence; (5) dates he attended the educational institution; (6) his major field of study; (7) campus organizations to which he belonged; and (8) FBI file number, Immigration and Naturalization Service number, or other such identifying data.

Bureau will, on request, furnish you available names of other persons who have attended the same school during the appropriate time period and who may have information concerning your subject.

While it is not desired that a concerted effort be made to review closed cases concerning persons previously interviewed for the sole purpose of submitting index cards, you should submit a card containing appropriate information when such cases do come to your attention. In this instance, submit card by routing slip to the attention of the Nationalities Intelligence Section.

The index at present contains cards relating to approximately 50 persons involving 38 schools. It is not anticipated that the volume of cards will be such as to require the devising of a special form for this purpose. It will be sufficient if the eight items listed above are identified by number and typed on a five by eight card.

Appropriate Manual revisions will be prepared.

Very truly yours,

John Edgar Hoover

Director

12/13/66

SAC LETTER 66-77

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PERSONAL ATTENTION  
SAC LETTER 66-73

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

*In Reply, Please Refer to  
File No.*

WASHINGTON, D.C. 20535  
November 22, 1966

(A) FEDERAL CLAIMS COLLECTION ACT OF 1966 - BUREAU AUTOMOBILE ACCIDENTS -- Under the Federal Claims Collection Act of 1966, effective January 15, 1967, agencies are required to attempt collection of claims for money or property arising out of the activities of the agency. When the principal amount is not in excess of \$20,000, the Act authorizes compromise, termination or suspension if no indication exists of fraud, misrepresentation or violation of the Antitrust Laws. Collection action may be terminated or suspended only when it appears that no person liable on the claim has the financial ability, present or prospective, to pay any significant amount on the claim, or when the cost of collection is likely to exceed the amount of recovery.

The Act requires agencies to take aggressive action on a timely basis with effective follow-up through written demands made upon the debtor in terms which inform him of the consequences of failure to cooperate. Three written demands, prepared at the field level, are made at 30-day intervals unless a response to the first or second demand indicates further demand would be futile. This procedure will apply to claims against third parties involved in Bucar accidents and should be strictly adhered to. Consequences of failure to cooperate should be stated in general terms such as "failure to cooperate will necessitate collection through available legal remedies." The amount owed by the debtor should be stated and documented. Bureau should be furnished copies of any such letters and be informed of all responses from debtors. As in the past, every effort should be made to have the debtor reimburse the repair garage directly so that such costs will not be payable from our appropriations.

Should information available to you indicate compromise, termination or suspension of the claim expedient, Bureau should be promptly informed of your recommendations and basis therefor, but the debtor should not be informed of such possibility without prior Bureau authority. In the event referrals for litigation become necessary, the following information should be forwarded to the Bureau: Debtor's current address or name and address of the agent for a corporation upon whom service may be made; current credit data, summary of actions previously taken to collect or compromise the claim and any records and exhibits on the claim. Regulations implementing the Act instruct that claims of less than \$250, exclusive of interest, should not be referred for litigation unless referral is important to a significant enforcement policy or the debtor has not only the clear ability to pay but Government can effectively enforce payment.

(B) CRIMINAL INVESTIGATIONS -- It is essential that cases having prosecutive potential be immediately and thoroughly investigated so that court action can be initiated at the earliest possible time. Therefore, effective immediately, in every case where criminal prosecution is possible, all investigative activity must be completed, including presentation to the U. S. Attorney and the filing of process, within thirty days after a subject has been identified.

Failure to comply with the above rule must be fully explained on the cover page in the initial report submitted to the Bureau.

11-22-66

SAC LETTER 66-73

(C) FRAUD AGAINST THE GOVERNMENT - CHRISTMAS POST OFFICE FRAUD CASES -- Establish immediate liaison with local postal inspectors to assure prompt referrals of indicated false statements in applications for temporary Christmas employment. The Postmaster General has recently announced the Post Office Department has commenced employing 150,000 temporary employees to move an avalanche of early Christmas mails. While many of these employees are already on Civil Service registers, it can be expected that a large number of new applications for employment will be received by post offices.

Insure that the U. S. Attorney is given all pertinent facts, including the point that these are not merely a series of isolated frauds but in the aggregate cause considerable expense to the Government through costs of investigating applicants and consequent need for recruiting replacements. In addition, the danger to the integrity of the mails through the hiring of criminals for such jobs is obvious.

These cases must be given thorough and careful investigative attention by all offices. Although streamlined procedures are desirable to insure efficient handling of these cases, they should not be treated as routine matters. Particular attention should be paid to concealment of felony convictions.

11-22-66

SAC LETTER 66-73

- 2 -

(D) SPECIALLY FINANCED PROJECTS TO STUDY ORGANIZED

CRIME -- Recently it came to the Bureau's attention that two well-known professors on the faculty of one of our leading universities had obtained from one of the country's best known and wealthiest foundations a tentative grant of over \$100,000 per year for a three-year period for a study of organized crime. It was only by chance, and not through any established, normal liaison, that the Bureau learned of this situation despite the prominence of the two professors and their school, the foundation, and the fact that arrangements had been effected to obtain the services of a very prominent, highly publicized police officer whose assignments and publicity had been in the field of organized crime and criminal intelligence.

The Bureau must know of such matters in order that it will be in a position to protect its own interests as well as the interests of law enforcement generally. There is substantial reason to believe that in the cited situation the persons involved opportunistically selected "organized crime" as a subject of study largely because of its current popularity as a topic in view of which it was considered to be a means of instituting the initial grant, after which additional funds could be obtained for purposes more directly connected with the principals' primary interests. Regardless of the truth or falsity of this reasoning, the fact remains that a major undertaking in a field where the Bureau has paramount responsibilities and interests was negotiated without so much as a hint being reported to the Seat of Government.

Each Special Agent in Charge must be sure that there are established liaison and sufficient alertness that we will have timely notice of possible organized crime or related projects seeking foundation or other financing. In each instance this occurs, the Bureau should be promptly advised, accompanied by recommendations for action to protect the Bureau's interests.

(Security Letter on attached pages)

11-22-66

SAC LETTER 66-73

- 3 -

(E) VISITORS TO COMMUNIST CHINA -- In connection with investigative matters involving travel of U. S. citizens and resident aliens to Communist China, an increase in the number of authorizations by the Department of State for such travel has been noted since the change in State Department policy of December, 1965. The Department of State is presently authorizing newsmen, doctors and scientists in the fields of medicine and public health to travel to China if their travel is related to their professional responsibilities. In spite of the increase in authorizations by State, actual travel to China by such individuals has been negligible due to China's apparent policy of only allowing those persons to enter China who, for the most part, have evidenced sympathies favorable to China. Practically all travel to China by U. S. citizens has been unauthorized. Such visits continue to raise a strong suspicion of subversive activity in the absence of special circumstances, and our investigations concerning visitors to China should be keyed to unauthorized travelers.

Section 87D, Manual of Instructions, details the procedure to be followed concerning foreign travel by subjects of current or past security investigations and certain other individuals with subversive backgrounds. These instructions apply in cases where travelers to China fall within the specified categories. In cases not covered by provisions therein, the field should, upon receipt of information indicating a U. S. citizen or resident alien has traveled or plans to travel to Communist China, unless already known, conduct limited inquiry to identify the individual involved, ascertain current residence and employment and whether the individual has access to classified information. Check office indices and determine whether travel was authorized. If travel was authorized and no unusual circumstances exist indicating need for further investigation or interview, no further action is necessary. Any interviews deemed warranted should be cleared with Bureau. Unless further investigation is conducted or individual interviewed, no communication need be sent to Bureau.

If travel was unauthorized, attempt to determine the reason for the travel through available sources. Contact informants and, if necessary, place appropriate stop with Department of State or Immigration and Naturalization Service (INS) to insure FBI notification of the individual's return to the United States. Upon receipt of information that the individual has returned to the United States, determine his activities and consider an interview. Bureau authority is necessary prior to such interviews.

11-22-66  
SAC LETTER 66-73

- 4 -

Unauthorized travel to China could be a violation of Section 1185, Title 8, U. S. Code and Section 1544, Title 18, U. S. Code. However, such violations are the primary responsibility of the Department of State. Investigation solely to develop evidence to prove a violation should not be conducted in the absence of a specific request by the Department of Justice or State nor without Bureau authority.

All pertinent information developed concerning unauthorized travel to China should be submitted to the Bureau in a letterhead memorandum for appropriate dissemination. In cases involving resident aliens, a copy of the letterhead memorandum should be disseminated to INS locally. If inquiries indicate the individual should be included or may be recommended for inclusion on the Security Index, the data developed should be submitted in a report.

Appropriate manual changes are being prepared.

Very truly yours,

John Edgar Hoover

Director

11-22-66  
SAC LETTER 66-73

- 5 -



PERSONAL ATTENTION

SAC LETTER 66-76

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

December 7, 1966

In Reply, Please Refer to  
File No.

(A) ELECTRONIC LISTENING DEVICES - ANSWERING PUBLIC INQUIRIES -- In recent weeks, a great deal of public interest has been focused upon the FBI's use of microphones and other electronic listening devices. Considerable information-- much of it grossly inaccurate--has been published or otherwise disseminated creating the false impression that the FBI engages in extensive use of these devices on its own initiative.

When false statements are made in their presence, as well as when honest inquiries are received from responsible citizens, investigative personnel of your office should not hesitate to provide a clear and forthright account of the facts underlying our use of these devices. These facts are:

(1) The FBI employs wiretaps (or telephone taps) only with the advance written approval of the Attorney General. From 1940 through June, 1965, wire-taps were used by the FBI only in investigations involving the national security (such as espionage and sabotage cases) and in investigations involving a threat to human life (such as kidnappings and extortion). Today, they are used only in investigations involving the collection of intelligence affecting the national security.

(2) In a "Supplemental Memorandum for the United States" which he submitted to the Supreme Court on July 13, 1966, in connection with the Fred B. Black case, Solicitor General Thurgood Marshall had the following to say regarding the FBI's use of electronic listening devices (not telephone taps):

"Under Departmental practice in effect for a period of years prior to 1963, and continuing into 1965, the Director of the Federal Bureau of Investigation was given authority to approve the installation of devices such as that in question for intelligence (and not evidentiary) purposes when required in the interest of internal security or national safety, including organized crime, kidnappings and matters wherein human life might be at stake. Acting on the basis of the aforementioned Departmental authorization, the Director approved installation of the device involved in the instant case."

The memorandum submitted to the Supreme Court by the Solicitor General on July 13, 1966, further stated:

"Present Departmental practice, adopted in July, 1965, in conformity with the policies declared by the President. . . for the entire federal establishment, prohibits the use of such listening devices (as well as the interception of telephone and other wire communications) in all instances other than those involving the collection of intelligence affecting the national security. The specific authorization of the Attorney General must be obtained in each instance when this exception is invoked."

The above-cited facts clearly show that the FBI has employed wiretaps and other electronic devices (a) only on a highly limited and rigidly controlled basis and (b) with the full knowledge and approval of the Justice Department.

Investigative personnel of your office should not go beyond the above facts in answering public inquiries or in straightening out persons whom they hear unjustifiably criticizing the FBI in connection with our use of electronic listening devices.

Very truly yours,

John Edgar Hoover

Director

12-7-66  
SAC LETTER 66-76

- 2 -

PERSONAL ATTENTION  
SAC LETTER 66-79

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION



WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

December 15, 1966

(A) WIRETAPS AND MICROPHONES -- Reference is made to SAC Letter 66-76 pointing out that considerable information, much of it grossly inaccurate, has been published or otherwise disseminated in recent weeks regarding the FBI's use of wiretaps, microphones and other electronic listening devices.

On December 5, 1966, Congressman H. R. Gross of Iowa wrote me concerning our use of these devices. A copy of Congressman Gross' letter is enclosed.

Enclosed also is a copy of my December 7, 1966, reply to Congressman Gross. It includes copies of a communication dated August 17, 1961, bearing the then Attorney General Robert F. Kennedy's signature and a letter dated May 25, 1961, from Herbert J. Miller, Jr., to Senator Sam J. Ervin, Jr.

On December 10, 1966--after Congressman Gross had made my letter to him and its two enclosures available to the press--Senator Robert F. Kennedy issued a statement claiming that "apparently" I had been "misinformed."

On the afternoon of December 11, 1966, the Bureau issued a press release pointing out that during Robert F. Kennedy's tenure as Attorney General in 1961-64, the FBI's use of microphone and wiretap surveillances was known to and approved by him. A copy of the December 11, 1966, press release is enclosed, together with the three documents which were released to the press as enclosures to it. These three documents are memoranda from former Assistant Director C. A. Evans to former Assistant to the Director A. H. Belmont dated July 7, 1961, and August 17, 1961, and a copy of the previously mentioned communication dated August 17, 1961, signed by Robert F. Kennedy.

You should feel free to make copies of the enclosed documents for the use and assistance of reliable news contacts of your office who may express an interest in preparing special articles or editorials reflecting the true facts concerning Robert Kennedy's knowledge and approval of FBI microphone and wiretap surveillances in 1961-64. Copies of all such articles and editorials should promptly be furnished to the Crime Records Division.

Very truly yours,

  
John Edgar Hoover  
Director

enclosures

H. R. GROSS  
3d Dist., Iowa

HOME ADDRESS:  
WATERLOO, IOWA

HOUSE OFFICE BUILDING

COMMITTEES:  
FOREIGN AFFAIRS  
POST OFFICE AND CIVIL SERVICE

Congress of the United States  
House of Representatives  
Washington, D.C.

COUNTIES:  
BLACK HAWK HAMILTON  
BREMER HANCOCK  
BUTLER HARDIN  
CERRO GORDO HOWARD  
CHICKASAW MITCHELL  
FLOYD WINNEBAGO  
FRANKLIN WORTH  
GRUNDY WRIGHT

December 5, 1966

Mr. J. Edgar Hoover  
Director  
Federal Bureau of Investigation  
Department of Justice  
Washington, D. C.

Dear Mr. Hoover:

It has come to my attention that there have been many news stories that have indicated that the FBI has engaged in "eavesdropping" and wire tapping without authorization from the Attorney General. There have been statements from former Attorneys General indicating, if not saying, that they did not authorize some of the "eavesdropping" in a number of well publicized cases.

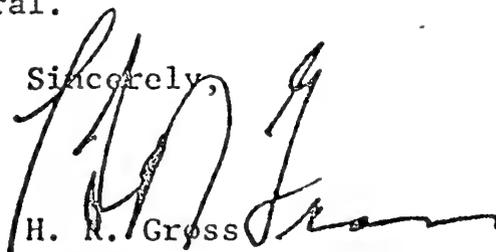
It had been my impression in the past that the FBI engaged in "eavesdropping" and wire tapping only upon authority from the Attorney General. It was my understanding that the FBI has adhered to this policy, and that there exists "full documentation" of the fact that the FBI actions were authorized by the Attorney General.

I would appreciate it if you would send me any documentation that you have that authorized the FBI "eavesdropping" that resulted in the overhearing of the conversations of Robert G. (Bobby) Baker, Fred B. Black, Edward Levinson and Benjamin Sigelbaum.

If there is some reason why the documentation itself cannot be sent to me in any of these cases, I would appreciate your assurance that such documentation exists with the name of the Attorney General, Deputy Attorney General, or other Justice Department official who gave the authorization.

I am sure that you will want this matter cleared up as much as I do. I dislike seeing the good name of the FBI damaged by what would appear to be unfounded allegations that the agency was acting without authority from an Attorney General.

Sincerely,



H. R. Gross



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

December 7, 1966

Honorable H. R. Gross  
House of Representatives  
Washington, D. C. 20515

My dear Congressman:

I welcome the opportunity to answer your letter of December 5, 1966. The questions you raised were most incisive. I have always felt that the Congress, in representing the general public, has every right to know the true facts of any controversy. This is the policy I have always practiced when appearing before the appropriations committees of the Congress; consequently, I feel compelled to do likewise in replying to your letter.

Your impression that the FBI engaged in the usage of wiretaps and microphones only upon the authority of the Attorney General of the United States is absolutely correct. You are also correct when you state that it is your understanding that "full documentation" exists as proof of such authorizations.

All wiretaps utilized by the FBI have always been approved in writing, in advance, by the Attorney General.

As examples of authorization covering the period in which you were specifically interested, you will find attached to this letter a communication dated August 17, 1961, signed by former Attorney General Robert F. Kennedy, in which he approved policy for the usage of microphones covering both security and major criminal cases. Mr. Kennedy, during his term of office, exhibited great interest in pursuing such matters and, while in different metropolitan areas, not only listened to the results of microphone surveillances but raised questions relative to obtaining better equipment. He was briefed frequently by an FBI official regarding such matters. FBI usage of such devices, while always handled in a sparing, carefully controlled manner and, as indicated, only with the specific authority of the Attorney General, was obviously increased at Mr. Kennedy's insistence while he was in office.

Honorable H. R. Gross

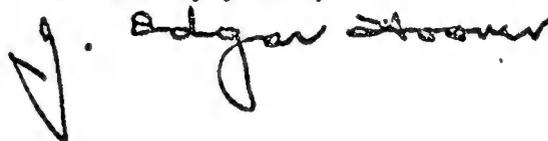
I thought you might like to know that the Congress has been advised by the Department of Justice on occasion regarding FBI usage of electronic equipment, both in the internal security and organized crime fields. Senator Sam J. Ervin, Jr., wrote Mr. Kennedy's assistant, Herbert J. Miller, Jr., Assistant Attorney General, Criminal Division, on May 19, 1961, relative to this matter. Mr. Miller, under date of May 25, 1961, in reply, indicated the complete knowledge of the Department of Justice in such matters in that the specific number and areas of usage were definitely pinpointed. A copy of Mr. Miller's letter is attached.

I had a conference with the then Attorney General Nicholas deB. Katzenbach on March 30, 1965, in which I made recommendations similar to those I had made to each successive Attorney General following the administration of Attorney General Tom C. Clark. Such recommendations concerned strong, simple control by the Attorney General of procedures affecting electronic devices utilized by all Federal investigative agencies. President Lyndon B. Johnson on June 30, 1965, issued a memorandum to all Executive departments and agencies prohibiting wiretapping in all cases except those related to the internal security of the United States. This prohibition included the fact that no interception was to be undertaken or continued without first obtaining the approval of the Attorney General. This, of course, is the practice which has always been followed by the FBI.

I can assure you, backed by the proven record of long years of service, both by myself and the many career personnel of this Bureau, that the FBI has never operated in an irresponsible, unauthorized or uncontrolled manner. To reiterate, the minute number of electronic devices used have been authorized by the Attorney General. I would not allow practices to exist otherwise.

It was good of you to write me, and your interest in our activities is deeply appreciated.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "J. Edgar Hoover". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke extending to the right.

Enclosures (2)

Department of Justice  
Washington

MAY 25 1961  
MAY 25 1961

Honorable Sam J. Ervin, Jr.  
United States Senate  
Washington 25, D. C.

Dear Senator:

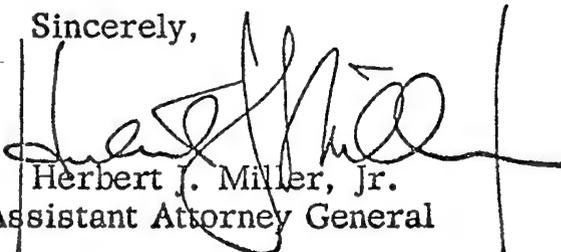
Thank you for your letter of May 19, 1961.

I have been advised that as of February 8, 1960, the Federal Bureau of Investigation maintained 78 wiretaps.

You also request information "relative to the nature and extent of the use of electronic eavesdropping apparatus by agents of the Department of Justice." I have checked with the Federal Bureau of Investigation and, as in the case of wire-tapping, the technique of electronic listening devices is used on a highly restricted basis. The Federal Bureau of Investigation has 67 of these devices in operation. The majority are in the field of internal security with a few used to obtain intelligence information with regard to organized crime.

The Department feels the information in the third paragraph should remain confidential. However, whether the information should be made public is left with your discretion.

Sincerely,

  
Herbert J. Miller, Jr.  
Assistant Attorney General



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

FOR IMMEDIATE RELEASE  
DECEMBER 11, 1966

FBI Director J. Edgar Hoover today labeled as "absolutely inconceivable" the December 10, 1966, statement of Senator Robert F. Kennedy -- a statement in which Mr. Kennedy implied that Mr. Hoover had been misinformed concerning Mr. Kennedy's knowledge of the use of electronic listening devices by the FBI during his tenure as Attorney General in 1961-64. Senator Kennedy's statement attached a letter dated February 17, 1966, from a former FBI employee, Mr. Courtney A. Evans, which reflects that Mr. Evans "did not discuss the use" of microphones with Mr. Kennedy -- nor did Evans "know of any written material that was sent to you (the then Attorney General Kennedy) at any time concerning this procedure."

Mr. Hoover said it is absolutely inconceivable that either Senator Kennedy or Mr. Evans can make such a statement. He pointed out that official records of the FBI not only reflect discussions between former Attorney General Kennedy and Mr. Evans concerning the FBI's use of microphone surveillances, but also contain documents -- including

some bearing Mr. Kennedy's signature or initials -- showing that the FBI's use of microphone and wiretap surveillances was known to and approved by Mr. Kennedy.

Mr. Evans, who retired from the FBI in 1964, now is an official associated with the Department of Justice.

Attached to this statement are two memoranda personally prepared by Mr. Evans to one of his superiors. One memorandum is dated July 7, 1961, and the other is dated August 17, 1961. Both relate to discussions which Mr. Evans had with the then Attorney General Kennedy concerning the use of microphone surveillances by the FBI.

In the August 17, 1961, memorandum, Mr. Evans states that the matter of using leased telephone lines in connection with microphone surveillances "was discussed with the Attorney General" and that the "Attorney General approved the proposed procedure in this regard and personally signed the attached memorandum evidencing such approval." (Also attached is a copy of the August 17, 1961, memorandum signed by Mr. Kennedy.)

In his July 7, 1961, memorandum, Mr. Evans states that he contacted the Attorney General that day "relative to his (Mr. Kennedy's) observation as to the possibility of utilizing 'electronic devices' in organized crime investigations." Mr. Evans' memorandum reports that the then Attorney General Kennedy "was pleased we had been using microphone surveillances... in organized crime matters."

Enclosures (3)

UNITED STATES OF AMERICA

## Memorandum

TO : Mr. Belmont

FROM : C. A. Evans

SUBJECT: ORGANIZED CRIME AND  
RACKETEERING SECTION  
OF THE DEPARTMENT

DATE: July 7, 1961

In line with the Director's approval, the Attorney General was contacted this morning, July 7, 1961, relative to his observation as to the possibility of utilizing "electronic devices" in organized crime investigations.

It was pointed out to the Attorney General that we had taken action with regard to the use of microphone surveillances in these cases and while they represented an expensive investigative step, we were nevertheless utilizing them in all instances where this was technically feasible and where valuable information might be expected. The strong objections to the utilization of telephone taps as contrasted to microphone surveillances was stressed. The Attorney General stated he recognized the reasons why telephone taps should be restricted to national-defense-type cases and he was pleased we had been using microphone surveillances where these objections do not apply wherever possible in organized crime matters.

The Attorney General noted that he had approved several technical surveillances in connection with security-type investigations since he took office, but that he had not kept any record and didn't really know what he had approved and what surveillances were currently in operation. He said that for his own information he would like to see a list of the technical surveillances now in operation. He added that this could be brought over to him personally and that he would look it over and immediately return it because he realized the importance of having these records maintained under the special security conditions which only the FBI had.

If the Director approves, we will have the list of technical surveillances prepared, delivered personally to the Attorney General and then returned to the Bureau's file.

CAE:lds

UNITED STATES GOVERNMENT

*Memorandum*

TO : Mr. Belmont

DATE: August 17, 1961

FROM : C. A. Evans ✓

SUBJECT: MICROPHONE SURVEILLANCES

The Attorney General was contacted on the morning of August 17, 1961, with reference to the situation in New York City concerning the obtaining of leased lines from the telephone company for use in connection with microphone surveillances. This matter was discussed with the Attorney General and he was shown a specimen copy of the proposed letter which would be used. The Attorney General approved the proposed procedure in this regard and personally signed the attached memorandum evidencing such approval.

Enclosure

CAE:sp

-8-



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

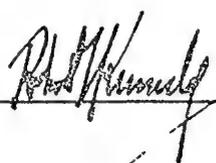
In Reply, Please Refer to  
File No.

August 17, 1961

In connection with the use of microphone surveillances it is frequently necessary to lease a special telephone line in order to monitor such a surveillance. These situations occur when it is impossible to locate a secure monitoring point in the immediate vicinity of the premises covered by the microphone. Even though a special telephone line is utilized, this activity in no way involves any interception of telephonic communications and is not a telephone tap.

In the New York City area the telephone company has over the years insisted that a letter be furnished to the telephone company on each occasion when a special telephone line is leased by the FBI. It is required that such a lease arrangement be with the approval of the Attorney General. In the past we have restricted the utilization of leased lines in New York City to situations involving telephone taps, all of which have been approved by the Attorney General.

We have not previously used leased lines in connection with microphone surveillances because of certain technical difficulties which existed in New York City. These technical difficulties have, however, now been overcome. If we are permitted to use leased telephone lines as an adjunct to our microphone surveillances, this type of coverage can be materially extended both in security and major criminal cases. Accordingly, your approval of our utilizing this leased line arrangement is requested. A sample of the letter which it is proposed will be sent to the telephone company if a leased line is secured in connection with microphone surveillances is attached.

Approved: 

Date: \_\_\_\_\_



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

In Reply, Please Refer to  
File No.

August 17, 1961

In connection with the use of microphone surveillances it is frequently necessary to lease a special telephone line in order to monitor such a surveillance. These situations occur when it is impossible to locate a secure monitoring point in the immediate vicinity of the premises covered by the microphone. Even though a special telephone line is utilized, this activity in no way involves any interception of telephonic communications and is not a telephone tap.

In the New York City area the telephone company has over the years insisted that a letter be furnished to the telephone company on each occasion when a special telephone line is leased by the FBI. It is required that such a lease arrangement be with the approval of the Attorney General. In the past we have restricted the utilization of leased lines in New York City to situations involving telephone taps, all of which have been approved by the Attorney General.

We have not previously used leased lines in connection with microphone surveillances because of certain technical difficulties which existed in New York City. These technical difficulties have, however, now been overcome. If we are permitted to use leased telephone lines as an adjunct to our microphone surveillances, this type of coverage can be materially extended both in security and major criminal cases. Accordingly, your approval of our utilizing this leased line arrangement is requested. A sample of the letter which it is proposed will be sent to the telephone company if a leased line is secured in connection with microphone surveillances is attached.

Approved: *R. M. Kennedy*

Date: \_\_\_\_\_

4-331 (Rev. 11-13-75)

62-116395-477

**BULKY ENCLOSURE**

**BIN # P+2**

**ROOM 1B-873**

~~XEROX COPY OF COVER LETTER ENCLOSED~~



PERSONAL ATTENTION  
MEMORANDUM 5-75

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 28, 1975

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) SPECIAL AGENT RECRUITMENT PROGRAM -- Commencing immediately, the one-year waiting period for retesting Special Agent (Accountant) applicants who fail the accounting test is being temporarily reduced. Such applicants can be reexamined using a different accounting test in six months or after the completion of a Certified Public Accountant (CPA) review course, whichever is earlier. This, of course, applies only to applicants who have initially been recommended as outstanding candidates and, in every instance, before retesting, you should obtain Bureau authority to do so. This change in retesting applies only to Special Agent (Accountant) applicants and includes both those from within and from outside the Bureau.

1-28-75

MEMORANDUM 5-75

(B) SPECIAL AGENT TRANSFERS -- Reference is made to Memorandum to All Special Agents in Charge, 9-74, wherein the Bureau's transfer policy was outlined. Difficulty has been experienced in attempting to implement this policy due to the fact that there has been a paucity of new Agents during the past year.

The Bureau intends to make every effort which will permit Agents in their first office of assignment to remain in that division for a period of two to three years, consistent, of course, with our overall manpower needs. Because of this, there may be instances when an Agent will not be able to remain in his first office of assignment for the period specified above. As you are aware, the Bureau has found it necessary in the recent past to transfer a substantial number of Agents to some of our larger offices so that we might better fulfill our responsibilities in the counterintelligence field. It is anticipated that we will have to continue to make such transfers.

The Bureau has received a number of inquiries concerning the desirability of Agents in their first office of assignment purchasing homes. First office Agents should bear in mind that while every effort will be made to keep them in their first office for a two-to-three-year period, it well may be that they will have to be transferred prior to that time to fill pressing manpower needs in other divisions.

1-28-75

MEMORANDUM 5-75

183-10291

(C) SPEECH PROGRAM -- SAC Memorandum 7-73 (D) provided you a wider latitude in accepting speeches, as well as radio, television and career day appearances. I am encouraged by the fine manner in which most offices are administering the field speech program and by the fact that SACs and ASACs are handling the principal commitments as instructed.

Please place emphasis on quality rather than quantity regarding public appearances made by you and your immediate staff but continue your efforts to ensure broad geographical coverage. Speaking engagements before even small groups serve to enlighten the public regarding FBI activities and provide an opportunity for additional experience by personnel being developed as speakers and police instructors.

In submitting your semiannual reports to FBIHQ concerning the speech program in the future, identify the ten most important speeches given in your Division and who gave them.

Should you have questions or suggestions relative to the speech program, please submit them to the Correspondence and Tours Section of the External Affairs Division.

1-28-75

MEMORANDUM 5-75

(D) BANK FRAUD AND EMBEZZLEMENT MATTERS -- A review of Bank Fraud and Embezzlement (BF&E) reports indicates an increasing tendency not to report evidence of the Bureau's investigative jurisdiction such as the number and date of issue of a National Bank Charter, Federal Deposit Insurance Corporation certificate, Federal Savings and Loan Insurance Corporation certificate, etc. This information should be obtained during the initial contact at the victim financial institution and set forth in the first report together with the identity of its custodian within the financial institution to be subpoenaed in the event of trial.

This information should be brought to the attention of all Special Agent personnel handling BF&E matters.

1-28-75

MEMORANDUM 5-75

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(E) THEFT OF GOVERNMENT PROPERTY MATTERS -- Theft of Government Property is a matter of considerable concern not only to the FBI but to a number of Governmental agencies throughout the United States. One such agency that recently expressed such a concern is the General Services Administration (GSA) which has approximately 10,000 properties under its charge and control. GSA is authorized by Statute, Title 40, USC, Section 318-318d, to maintain, operate, and protect property under its jurisdiction, and its investigators, pursuant to this statute, while on real property under the charge and control of GSA, have the power to enforce Federal laws for the protection of persons and property. The Federal Protective Service (FPS) of GSA has approximately 35 investigators assigned to the 10 regions of GSA throughout the United States and it is their responsibility to provide that protection. They also investigate and report on Theft of Government Property matters pursuant to the authority of Title 40, USC, Section 318-318d.

FPS investigators have been directed to coordinate and confer with FBI Offices in order to preclude interfering with any matter under FBI-jurisdiction. GSA is aware that the FBI has primary investigative jurisdiction in Theft of Government Property matters; however, it is concerned with those minor-type violations that occur in buildings under its control where no investigation is conducted by the FBI because of the provisions set forth on Page 95, Part III, of the FBI Handbook. GSA has advised that in many of these instances local authorities likewise conduct no or very limited investigation.

Because of a noticeable increase in crime-related incidents occurring on properties under its control, particularly thefts, GSA has endeavored to show prompt responsiveness and visibility of its presence to the tenants of these properties. In this manner GSA has attempted to assert itself in an effort directed at reducing these crimes and desires to create an awareness of its function, foster cooperation with, and assist all law enforcement agencies in reducing these crimes.

The foregoing is being brought to your attention as the detection and prevention of crime, as well as the prosecution of those responsible, are of paramount importance to all law enforcement agencies. Any encroachment, however, upon FBI jurisdiction is to be challenged and resolved without delay.

1-28-75

MEMORANDUM 5-75

- 3 -

(F) LAW ENFORCEMENT TRAINING AT FBI ACADEMY -- SAC Memorandum 61-74, dated December 24, 1974, set forth the new policy that all Agents attending In-Service training will arrive at the FBI Academy on Sunday evening rather than on Monday morning. Effective upon receipt of this memorandum, all law enforcement classes will adhere to the same policy. In effect, all students coming to the Academy will follow one set of regulations.

Each field office will advise Training Division of Agents and police officers who plan to drive personally owned automobiles to Quantico at least one week prior to the beginning of their class session. This is the only means by which the Bureau can have the appropriate number of buses available for transportation. The only exception to this policy will be those police officers attending Anti-Sniper and Survival Training and they will continue the policy of taking a taxi from whatever airport they arrive since they come in groups of five.

The Dining Hall at the Academy closes at 6:30 p. m., on Sunday, but the Snack Bar serves sandwiches and beverages until 11:00 p. m., on a cash basis.

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MEMORANDUM 5-75

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(G) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION -- The Interoffice Firearms Competition Shoot was recently reevaluated and the FBIRA will no longer sponsor this competition. The following factors were considered in arriving at this decision: (1) the supervision and Agent time required to administer this shoot in the field and at Quantico is substantial; (2) the annual cost for handling this program in the Computer Systems Division is approximately \$1,450; (3) due to the handicap system, the office with the best shooters does not necessarily win and, therefore, it is not a measure or reward for the best shooting office; (4) due to changes in the firearms training program, the Practical Pistol Course (PPC) which is used in this particular shoot is no longer required in the field (except for this shoot) and has been replaced by more advanced courses; and (5) it is apparent that enthusiasm in this activity has diminished over the years.

Inasmuch as the field has already been furnished the firearms training program for this calendar year, there will be no change and the PPC will remain in the program as previously set forth. The reason the PPC will remain in the schedule during this calendar year is to give Agents an opportunity to earn a Possible medal. A new course is being developed to replace the PPC which will still give Agents an opportunity to earn a Possible medal and will be included in the 1976 field firearms training schedule.

Clarence M. Kelley  
Director

1-28-75  
MEMORANDUM 5-75

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PERSONAL ATTENTION  
MEMORANDUM 7-75

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

February 11, 1975

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) PUBLIC LAW 93-350 - SUPPLEMENTAL CIVIL SERVICE COMMISSION (CSC) RETIREMENT REGULATIONS -- As will be recalled, information concerning the effect of enactment of P. L. 93-350 on retirement benefits for Special Agent personnel was furnished in airtel to all Divisions and Legal Attaches, dated July 26, 1974. The Bureau is now in receipt of supplemental regulations issued by the CSC, and the following is furnished you for your assistance in responding to inquiries from eligible employees contemplating retirement.

Effective with the first pay period which began after December 31, 1974 (January 5, 1975), retirement withholdings and agency contributions to the retirement fund are at a rate of 7 1/2%, and such are mandatory for an employee covered as a "law enforcement officer" or "firefighter." If, at retirement, an employee who has had the 7 1/2% deduction withheld while in a covered position, does not qualify for the special liberalized computation (2 1/2% for each of the first 20 years of service, and 2% for all years thereafter, with premium overtime pay included with base salary for annuity computation purposes), there is no refund of the extra withholdings.

Concerning retirement claims, an employee who retires under any of the other retirement provisions (e. g., disability or deferred retirement) cannot get the special computation formula provided under the law enforcement/firefighter provisions, nor is the additional amount of withholdings refundable. Premium pay received by an employee in such covered positions (after December 31, 1974), that is included as basic pay, will be considered for high-three average purposes, even though the employee does not retire under the special provisions for law enforcement officers and firefighters.

Appropriate Manual revisions will follow.

2-11-75

MEMORANDUM 7-75

(B) APPLICANT INVESTIGATIONS - HOUSE COMMITTEE ON INTERNAL SECURITY - RECORD CHECKS -- For your information, the House of Representatives has abolished the House Committee on Internal Security and requests for checks of these records are no longer being accepted. Effective immediately, the review of these records by the Washington Field Office in applicant-type investigations is being discontinued. Appropriate manual revisions are being prepared.

(Security page attached)

2-11-75  
MEMORANDUM 7-75

- 2 -

(C) FOREIGN COUNTERINTELLIGENCE ASSETS -- Reference is made to Manual of Instructions, Section 107W, 27. a., pertaining to submission of six-month evaluation Nitels requesting authorization to continue use and/or payment of paid and unpaid Foreign Counter-intelligence Assets-Operational Asset (FCI assets-OA).

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Henceforth, Nitels submitted for authorization for continued utilization of unpaid OA should be sent to FBIHQ on a UACB basis. Paid OA will not be handled on UACB basis, and all Nitels should continue to be sent in the format described in Section 107W, 26. b. (2).

Appropriate Manual changes follow.

Clarence M. Kelley  
Director

2-11-75  
MEMORANDUM 7-75

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PERSONAL ATTENTION  
MEMORANDUM 18-75

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

April 22, 1975

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) EQUAL EMPLOYMENT OPPORTUNITY --

Enclosed is a memorandum to the Heads of Departments and Agencies signed by President Ford March 6, 1975, on equal opportunity in Federal employment which you should bring to the attention of all supervisors and employees in your office. I want to take this opportunity to add to long-standing Bureau policy my personal commitment to the principles of equal employment opportunity. I join with the President in the theme that equal opportunity in employment becomes a reality principally through the positive actions of those in supervisory positions and that vigorous efforts in this regard must be continued and expanded. Application of the spirit and meaning of equal opportunity in employment must prevail in every segment of our organization. I will afford this matter continued attention and expect each of you to renew personal efforts in support of this program.

The President has specifically addressed the need for strong affirmative actions to assure that all persons have an opportunity to compete on a fair and equal basis for employment and advancement in the Federal Government. In this connection, your attention is directed to the Bureau's positive Equal Employment Opportunity Program aimed primarily at circulating opportunities in the FBI for minority groups and women, attracting those interested in qualifying and at fully utilizing the abilities of all employees. Your leadership in this area is demonstrated when your program is such that you move promptly and aggressively without awaiting instructions from FBIHQ. Particular attention should also be paid to the staffing of your own field offices. As Special Agents in Charge, you are responsible for recruiting your own clerical personnel and are expected to afford continued concentration to assuring your staffs are fully representative in terms of minority employees.

4-22-75

MEMORANDUM 18-75

(B) UNITED STATES SAVINGS BOND CAMPAIGN - 1975 -- The 1975 Savings Bond Campaign will commence May 1, 1975 and will extend through May 30, 1975. Goals this year are to increase our participation by 10% and persuade 50% of those participating to increase their allotments.

These Bonds may be purchased by executing form FD-308 and forwarding same to the Bureau, Attention: Data Processing Section, which will, under the Payroll Savings Plan, withhold the amount employee allots per pay period until the Bond is paid for. Official Bureau names and accurate Social Security Numbers must be used on applications which should be typed or legibly printed.

As of March 15, 1975, only 47.7% of all FBI employees were participating in this program. Each employee should be contacted at least once to insure he or she is aware of the advantages of buying United States Savings Bonds. I would appreciate your immediate attention to this important program.

Bond literature will be sent to you before the drive. Also, Data Processing Section will distribute reports to you at the beginning and at the conclusion of the drive so you will be able to measure your progress.

4-22-75  
MEMORANDUM 18-75

- 2 -

(C) INSURANCE MATTER -- In recent weeks representatives from various insurance companies have been contacting Government employees, both on the job and at home, in an attempt to sell supplemental Federal Employees' Group Life Insurance (FEGLI). These salesmen have no official affiliation with FEGLI or the United States Government even though they convey this impression and can arrange to have their insurance premiums automatically deducted from the employee's salary by payroll allotment.

Some FBI personnel have lost valuable benefits by canceling FEGLI and SAMBA in order to subscribe to more costly and inferior private plans.

This situation should be brought to the attention of all employees. They should be cautioned to carefully evaluate established Government insurance programs to make certain any supplemental coverage they contemplate buying is not already available to them at a lower cost than that offered by these private companies.

4-22-75

MEMORANDUM 18-75

(D) ASSIGNMENT CARDS - FBI FORM BOOK -- As the result of a recent suggestion, to facilitate the determination of whether an office is functioning as office of origin in a case or handling it in an auxiliary capacity, the assignment cards, Forms FD-1c and FD-1d, are being appropriately revised to designate a space to enter office of origin. In making such entry, it will be sufficient to use the teletype abbreviation of the office which is origin. Until such time as the revised forms are available for distribution, each office will enter the necessary information when the assignment card is prepared by typing thereon, in the space below the present preprinted items, the customary abbreviation for office of origin followed by the teletype abbreviation as, for example:

O. O.: AL

Appropriate manual changes are being made and Forms FD-1c and FD-1d are being appropriately revised to implement this procedure as well as to provide space for noting the date the file is eligible for destruction.

4-22-75

MEMORANDUM 18-75

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(E) EXAMINATIONS OF EVIDENTIARY MATERIALS - BUREAU CASES, STATE AND/OR LOCAL FACILITIES -- Materials of evidentiary value located at a crime scene, or otherwise obtained during our investigative activities, offer invaluable potential for investigative information and probative results. The facilities and expertise of the FBI Laboratory and Identification Divisions provide the best in available scientific analyses and technical fingerprint services for these materials and should be utilized whenever possible in matters of interest to the FBI. It may also be pointed out that the Bureau is appropriated money yearly by Congress to conduct its own evidentiary examinations and to have local crime laboratories perform such examinations for which we are actually being funded could result in criticism.

Instances may arise in matters of joint jurisdiction where state and local crime laboratories handle materials obtained by local law enforcement agencies prior to our involvement, or have custody of items located during their investigations of concurrent violations. Such situations call for the exercise of diplomacy and good judgement to avoid creating the impression that the FBI lacks respect for the investigative, technical, or scientific competence of local authorities. At the same time we must protect our interests in the event the matter at hand is ultimately prosecuted in the Federal Courts since the U. S. Attorney cannot be certain that the more stringent federal safeguards for the handling of evidentiary materials have been followed by state and local scientific and technical personnel.

When circumstances and good judgement dictate that consideration be given to utilizing state or local fingerprint technicians and/or crime laboratory personnel in Bureau cases the following conditions must be met before your decision is made:

1. The SAC must be fully aware of the facts of the case and the nature of the examination(s) to be conducted.
2. Extenuating circumstances must exist which justify SAC approval of the utilization of state/local facilities and personnel.
3. As soon as time permits, the FBI Laboratory and/or Identification Division should be contacted to assure that all necessary examinations are being performed.

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MEMORANDUM 18-75

- 4 -

Bear in mind that concurrent violations frequently require different elements of proof. State and local facilities must therefore be alerted to the nature of Bureau requirements so that nothing will be done to the evidentiary material that will destroy its usefulness from our standpoint. They should also be made aware of our willingness to consult with them on scientific and technical aspects of their examinations as well as provide additional examinations that may not be possible locally.

4. In each case where local examinations are conducted, a copy of the report of same should be furnished the FBI Laboratory and/or Identification Division when such becomes available.

Under no circumstances should "curbstone" opinions be sought of local scientific or technical personnel to assess the potential value of evidentiary materials prior to submitting these items to the Bureau for examination. Any preliminary local analyses could cause alteration and/or contamination of these materials and a possible conflict of opinion due to variation in testing procedures. This could severely hamper the effectiveness of our efforts, as well as possibly unduly complicate the "chain of custody." Appropriate Manual changes follow.

4-22-75

MEMORANDUM 18-75

- 5 -

(F) FBI NATIONAL ACADEMY CLASSES, 1976 -- The FBI National Academy classes for 1976 have been scheduled as follows:

104th Session	January 5 - March 18
105th Session	April 5 - June 17
106th Session	July 12 - September 23
107th Session	October 4 - December 16

It is anticipated that officers attending the FBI National Academy in 1976 will still be able to earn up to 16 semester hours of undergraduate credit for their National Academy work from the University of Virginia. Others who qualify will be given an option to take up to 9 hours of graduate credit in some disciplines. The classes for 1976 are scheduled to last 11 weeks with graduation on Thursday of the 11th week.

It is essential that the forms accompanying letters of invitation which we request be returned to the Training Division be handled promptly after the receipt of the letter of invitation. These forms are used by the Training Division to schedule classes and to more effectively meet the needs of National Academy students. Experience has shown us that your interest and follow-up contact are necessary to encourage prompt return of the necessary forms to the FBI Academy at Quantico.

4-22-75

MEMORANDUM 18-75

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(G) POSITION CLASSIFICATION MATTERS - MASTER DESCRIPTION FOR ACCOUNTING TECHNICIAN GS 5 -- Enclosed are two copies of master description for position Accounting Technician (AT) GS 5, which is being established due to the need to relieve Special Agent Accountants (SAAs) of the more routine work in accounting investigations. Duties set forth in master description for 75 to 100 percent of time should not be changed in any way and every effort should be made to have employee spend 100 percent of time on these duties, providing your office has sufficient work of the type set out in master description. If this is not feasible, other duties for up to 25 percent of time may be assigned which should be as nearly as possible commensurate with the grade of the position. These additional duties should be properly recorded, along with appropriate percentage(s) of time, on the separate page attached to the description. Type of supervision afforded each additional phase of work and the official position title and number of supervisor(s) should be furnished. Attached is a brief listing of suggested additional duties, not all inclusive, which may be assigned to ATs. A detailed description of these or other duties assigned should be furnished.

Lines 5, 6, and 7 of both copies of the master description should be completed and descriptions forwarded to Bureau by transmittal letter, FD-243a, in accordance with instructions in Position Classification Manual. Complete justification for establishment of position must be furnished. If you cannot justify need for AT position at this time, retain both copies of master description for possible future use.

The AT will assist SAAs in review and examination of accounting and other business records. The scope of any examination and the specific activities of the AT will be determined by the individual case Agent and his Special Agent Supervisor. In any investigative matter, the responsibility of insuring a thorough and complete investigation will remain that of the case Agent. An AT should not be assigned duties that would normally result in court testimony. Situations may arise wherein an AT might be called upon to testify, however, these should be avoided whenever possible. The AT should be assigned to the squad handling accounting matters and the supervisor should insure the AT is properly utilized. Every Special Agent having an occasion to supervise the work of an AT should be thoroughly conversant with the AT's duties and responsibilities as set forth in his position description. It will be his responsibility to insure

4-22-75

MEMORANDUM 18-75

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any work performed by the AT is within the defined limits. To insure the success of this program, it is imperative these guidelines be strictly followed.

Upon the approval of an AT position in an individual field office, additional guidance for the training to be afforded the ATs will be furnished by separate communication.

After the AT Program is fully established and its progress has taken form, it will be evaluated to determine if higher grade positions are warranted.

The AT position is to be filled by persons possessing a four-year degree in accounting from an accredited university or college who would qualify for the SAA position except for age and/or accounting experience and who have indicated a desire for future SA appointment. You may consider any employee in your office possessing these qualifications for the AT position provided there is sufficient work to justify the position. Any requests to establish this position should be submitted to the Bureau with full justification together with a transcript of the grades of the person recommended. If you have a need for this position and cannot fill it from your existing complement, you may recruit a qualified employee locally after approval has been received to establish the position. Submit a transcript of any applicant's grades at the time of your recommendation to initiate investigation.

The duties to be performed by the AT have been carefully reviewed and it has been determined they are sufficient to satisfy the one year of accounting and/or auditing experience necessary to qualify for the SAA position. Accordingly, anyone who serves in this position for one year may be given SAA consideration provided he is able to satisfactorily pass the Bureau's accounting test. In this regard, you should insure that employees placed in this position fully understand that no commitment is being made to appoint them as SAAs after one year. It will be necessary for them to measure up in all aspects to the requirements of the SAA position.

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MEMORANDUM 18-75

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Due to continuing need to exercise budgetary restraints, it will not be possible to authorize an increase in clerical complement should an AT be approved for your office. The clerical work load will have to be absorbed by the existing staff or compensated for through a decrease in your Agent complement.

(Security page attached)

4-22-75

MEMORANDUM 18-75

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(H) SECURITY INVESTIGATIONS OF ORGANIZATIONS AND INDIVIDUALS -  
EXTREMIST INVESTIGATIONS OF ORGANIZATIONS AND INDIVIDUALS --  
Review of manual provisions relating to captioned matters indicates some possibility of misinterpretation of our basis for conducting these type investigations and the following changes are being made to clarify existing instructions:

In Manual of Instructions (M of I), Section 87, page 4, item captioned "Definitions," line 6, the words "or advocate" will be deleted as they more appropriately apply to a basis or predication for investigation. On page 5, item 5b, at the end of paragraph 2, the following sentence will be added: "Advocacy of subversive activities, while a basis for a preliminary inquiry, is not a basis for a full investigation." Similarly, in M of I, Section 122, page 1b, item e, line 7, the words "or advocate" will be deleted; page 1c, item 2a, line 2, the words "or advocated" will be deleted; and page 2, item (6) (a), line 2, the words "advocating or" will be deleted.

With regard to preliminary-inquiry-type investigations, instructions contained in Section 87, M of I, page 5, item 5b, paragraph 2, as amended above, equally apply to extremist investigations conducted under Section 122, M of I. Manual and Agent Handbook changes follow.

Clarence M. Kelley  
Director

Enc. for (A) & (G)

4-22-75

MEMORANDUM 18-75

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PERSONAL ATTENTION  
MEMORANDUM 21-75  
UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

May 13, 1975

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and enclosed you will find a copy of Supplement 55. The new rates for Supplement 55 are effective for transportation begun on and after April 8, 1975.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

(Security pages attached)

5-13-75  
MEMORANDUM 21-75

(B) CHARACTERIZATIONS OF SUBVERSIVE AND EXTREMIST ORGANIZATIONS AND PUBLICATIONS -- The following comments and observations are being made in view of upcoming June 1 reporting requirements in this matter.

As you are aware, characterizations are to be maintained in a current status at all times so that pertinent changes in the nature of organizations are clearly shown as they occur together with the dates thereof. Up-to-date characterizations are to be submitted to FBIHQ promptly for approval as changes occur. This will insure the currency of predications for investigations in which characterizations appear as descriptive paragraphs. A change of an organization from subversive to nonsubversive, for example, will eliminate the statutory basis for investigation thereby pointing to the need to discontinue investigation. When doubt exists in any given matter as to investigative jurisdiction, correspond with FBIHQ, stating the facts and furnishing appropriate recommendations.

Instructions relative to instant program are set forth in the Manual of Rules and Regulations (MRR), Part II, Section 4, pages 21 to 23. FBIHQ has noted instances during the past year in which these and related FBIHQ instructions have not been closely followed. The following comments are pertinent.

When a characterization is submitted as an enclosure to an initial report on an organization, or to a letter or similar communication, it should be prepared on letterhead stationery showing the date and name of field office thereon. Below a characterization and sufficiently separated by spacing, data should be set out concerning any source whose information is utilized therein. Each characterization is to be prepared as concisely as possible, showing essential details but eliminating unnecessary verbiage.

The above-mentioned MRR Section instructs, when characterizing an affiliate of an organization, that a statement should be included showing affiliation with the parent organization, characterization of which should be handled on a separate page. That instruction is hereby rescinded. Henceforth, set forth brief descriptive information of a parent organization, or any other subversive or extremist

5-13-75

MEMORANDUM 21-75

- 2 -

organization mentioned in a characterization, within the body of the characterization. Such descriptive material should be an essential extraction from FBIHQ-approved characterizations or substantiated by back-up material in your files. Refer to various field-wide characterizations, prepared at FBIHQ, for guidance. Exemplifying this procedure are characterizations of organizations and publications such as "Alhadaf" (newspaper of the Popular Front for the Liberation of Palestine), Fruit of Islam (group within the Nation of Islam), and Young Socialist Alliance (youth group of the Socialist Workers Party). This procedure will reduce the length of certain reports and letterhead memoranda prepared in security-type cases including Security of Government Employees and Applicant-type matters.

Manual and FBI Agents Handbook changes to follow.

Clarence M. Kelley  
Director

Enclosure for (A)

5-13-75  
MEMORANDUM 21-75

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## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 29, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS--  
The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after January 3, 1974.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

1/29/74

MEMORANDUM 5-74

(B) AGENTS' ANNUAL TECHNICAL TRAINING -- II-1-1a, Manual of Rules and Regulations, provides that Agents are to be afforded training in technical subjects at firearms sessions, through use of equipment on actual cases, and at other convenient and practical times. The agenda for these training sessions have been provided by the Bureau and the fact that such training was received by an Agent must be recorded on his Form FD-41.

These instructions are being amended to a limited degree. It still will be necessary that Agents receive technical training at least once annually but, in the preparation of an agenda, it will be within the discretion of the SAC to choose those subjects of a technical nature which he believes are of the most need and will be of the most assistance to his investigative personnel. FBI Headquarters, from time to time, may instruct that a specific subject matter be included in this program, as necessity dictates. Record results on Form FD-41 as previously. Agenda for technical training sessions must be forwarded to the Bureau, attention Training Division, with a copy placed in the field office control file showing the date the training was given.

(Security pages attached)

1/29/74

MEMORANDUM 5-74

(C) SECURITY OF INFORMATION --

By memorandum dated January 4, 1974, the Director of Central Intelligence, United States Intelligence Board, concerned with intelligence leaks, requested that all individuals with access to intelligence-type materials be reminded of the following:

"1. In recent weeks there have been a number of instances in which highly classified material has appeared in the press. In some situations these reflected a conscious release of information about world developments by senior officials of our Government. Such cases are quite appropriate in view of the necessity to inform the American people of developments in conformity with our American constitutional structure.

"2. In some instances, however, the revelations have gone into detail as to intelligence sources and methods well beyond senior officials' releases and have apparently originated from independent release of the information without authorization. While it is clear that information will and must be made available to the public by authorized levels of the U. S. Government, it is equally important that the Intelligence Community take steps to protect sensitive intelligence sources and methods. Such unauthorized revelations can:

"a. Threaten the safety and welfare of individuals who may be providing us intelligence at a substantial personal risk.

"b. Permit the identification of our sources and their consequent termination.

"c. Lead other nations to make substantial changes in procedures which terminate our access to information now being collected.

"d. Produce substantial diplomatic and political difficulties in our foreign relations.

"3. A number of actions have been taken to close this gap in the security of the Intelligence Community. Personal representation by previous Directors backed by strong expressions of Presidential concern have been made. You have established security guides which, if scrupulously

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followed, should reduce the number of inadvertent disclosures and limit damage from deliberate leaks. These actions have had some success, but in the final analysis the solution to the leak problem rests with the individuals at all levels who have authorized access to classified materials.

"4. The responsibility for protection of foreign intelligence sources and methods requires a personal commitment. It requires the individual to take upon himself the responsibility to ensure the integrity of the privileged information with which he is entrusted. It requires that the individual accept the general and fundamental concept that one individual cannot assume responsibility independent of proper authority for deciding what should and what should not be revealed. It requires use of established procedures when release of intelligence seems indicated for whatever reason."

Details concerning classification and declassification procedures under Executive Order 11652, which pertains to classified material affecting national security, are set out in the Manual of Rules and Regulations, Part II, Section 4, paragraph M4.

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(D) CLASSIFICATION OF NATIONAL SECURITY INFORMATION - EXECUTIVE ORDER 11652 -- SAC Memorandum 25-73, paragraph (B), dated June 5, 1973, outlined policy with respect to the classification of documents which disclose an interest in a foreign diplomatic official or establishment, employee, exchange participant, or officials and/or employees of international organizations. For your further information, practice of classifying FBI documents of this type should be limited to those communications which indicate a security-type interest in the individuals or organizations involved. No classification should be used with respect to communications which relate solely to criminal or other non-security type of matters, such as where a foreign official has been the victim of a crime. This would include communications dealing with investigations conducted under the Act for the Protection of Foreign Officials and Official Guests in the United States.

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(E) CLASSIFICATION OF NATIONAL SECURITY INFORMATION - EXECUTIVE ORDER 11652 -- Effective February 1, 1974, the Bureau is converting to a system whereby classifying officers will be identified by their credential card numbers instead of by name. This step is being taken for security reasons. Provisions of SAC Memorandum 35-73 dated August 28, 1973, paragraph (F) are rescinded at the time this new procedure goes into effect.

Clarence M. Kelley  
Director

Enc. for (A)

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MEMORANDUM 5-74

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January 3, 1974

GSA BULLETIN A-2  
Supplement 46

COMMUTED RATE SCHEDULE

Containing

COMMUTED RATES FOR TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD  
GOODS WITHIN THE CONTINENTAL UNITED STATES, EXCLUDING ALASKA

Effective Date: As shown on individual  
pages transmitted by supplements  
to this bulletin

BUREAU SUPPLEMENT 30  
TO GSA BULLETIN A-2  
WHICH INCLUDES  
GSA SUPPLEMENT 46

January 2, 1974

GSA BULLETIN FPMR A-2  
GENERAL  
SUPPLEMENT 46

TO : Heads of Federal agencies

SUBJECT: Commuted rate schedule for transportation of household goods

1. Purpose. This supplement transmits a revision of the commuted rate schedule contained in attachment A.
2. Effective date. The provisions of this supplement shall apply on transportation begun on and after January 3, 1974.
3. Expiration date. This supplement contains material of a continuing nature and will remain in effect until canceled.
4. Background. Van carriers of household goods have published certain changes in rates for transportation of household goods and related services, effective January 3, 1974. The changes result in some increases and some reductions. Corresponding changes are made in the new attachment A transmitted by this supplement.
5. Summary of changes. The following changes are made in attachment A:
  - a. Reference to former table 4 is deleted and former table 5 is renumbered table 4. All pages beyond page 8 are renumbered.
  - b. On pages 2, 3, 5 thru 8, and 11, the allowances in tables 1, 2, 3, and 4 of the commuted rate schedule are revised so that all of the rates are stated in amounts ending in 5 or 0. This results in slight increases for some allowances and slight decreases for others.
  - c. On pages 1 and 2, the application of rates in table 1 is amended to delete the Illinois counties of Madison, Monroe, and St. Clair; and St. Louis, Missouri, and the Missouri counties of Jefferson, St. Charles, and St. Louis.
  - d. On page 4, the application of rates in table 2 is amended to add the Illinois counties of Madison, Monroe, and St. Clair; and St. Louis, Missouri, and the Missouri counties of Jefferson, St. Charles, and St. Louis.
  - e. On page 12, the bridge or ferry service allowance for shipments moving via Lofall and South Point, Washington, is deleted.

Attachment

f. On pages 19 thru 37, the allowances for temporary storage and related expenses are increased for shipments stored in designated areas in Illinois. The allowances are decreased for shipments weighing 8,000 to 11,000 pounds stored in designated areas in California, Connecticut, Illinois, Indiana, Massachusetts, Michigan, Missouri, Nevada, New Jersey, New York, Ohio, Oregon, Pennsylvania, Washington, and West Virginia.

g. On pages 38 thru 40, the geographical index is revised to reflect the changes made in attachment A.

6. Cancellation. Supplements 42, 43, and 45 are canceled.

7. Instructions. Remove the entire attachment A and replace it with the new attachment A. Retention of removed pages will provide a history of the commuted rate schedule and facilitate determining which rates were in effect at particular times.

At the direction of the Administrator of General Services.



M. J. TIMBERS

Commissioner, Federal Supply Service

January 2, 1974-

GSA Bulletin FMR A-2, Supp. 46  
Attachment A

COMMUTED RATE SCHEDULE FOR TRANSPORTATION OF HOUSEHOLD GOODS

Effective Date: As shown on individual pages

## COMMUTED RATE SCHEDULE

Containing

COMMUTED RATES FOR TRANSPORTATION AND TEMPORARY STORAGE  
WITHIN THE CONTINENTAL UNITED STATES, EXCLUDING ALASKASECTION 1 - TRANSPORTATION RATES

METHOD OF COMPUTING ALLOWANCES: The amount to be paid to the employee for transportation of his household goods (including any costs for packing, crating, or related services) is computed by multiplying the number of hundreds of pounds shipped (as shown on original bills of lading or other evidence of weight shipped) by the applicable rate per hundred pounds for the distance shipped, as shown in the appropriate table of this section. The distance shall be determined in accordance with household goods mileage guides filed with the Interstate Commerce Commission. If the rate is not shown in the table for the exact mileage, the rate shown for the next greater distance shall apply. If the weight transported is less than the lowest minimum weight provided in the commercial carrier's applicable rate table, the reimbursement shall be based on the lowest minimum weight provided in the carrier's rate table instead of the actual weight transported.

TABLE 1

The following commuted rates per 100 pounds apply to transportation of household goods for 500 miles or less originating in:

The States of DELAWARE, IOWA, MAINE, MICHIGAN, NEBRASKA, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, and VERMONT, except as provided in table 2 and/or table 4.

ILLINOIS: Peoria and all points in the counties of Adams, Boone, Brown, Bureau, Calhoun, Cass, Champaign, Christian, Clinton, De Kalb, De Witt, Douglas, Edgar, Ford, Fulton, Greene, Hancock, Henry, Iroquois, Jersey, Jo Daviess, Knox, Livingston, Logan, McDonough, McLean, Macon, Macoupin, Mason, Menard, Mercer, Montgomery, Morgan, Ogle, Peoria, Piatt, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Stark, Stephenson, Tazewell, Vermilion, Warren, Whiteside, Winnebago, and Woodford, except as provided in table 4.

INDIANA: Indianapolis and all points in the counties of Adams, Allen, Cass, Dearborn, De Kalb, Elkhart, Franklin, Fulton, Grant, Hamilton, Howard, Huntington, Johnson, Lagrange, La Porte, Marion, Marshall, Miami, Noble, Ohio, Porter, Pulaski, St. Joseph, Starke, Steuben, Switzerland, Wabash, Wells, and Whiteley, except as provided in table 4.

(Effective: January 3, 1974)

January 2, 1974

TABLE 1 (continued)

KANSAS: All points in the counties of Johnson, Leavenworth, and Wyandotte.

KENTUCKY: All points in the counties of Boone, Campbell, and Kenton, except as provided in table 4.

MARYLAND: Baltimore and all points in the counties of Allegheny, Anne Arundel, Baltimore, Caroline, Carroll, Cecil, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Annes, Somerset, Talbot, Washington, Wicomico, and Worcester, except as provided in table 4.

MINNESOTA: Minneapolis and St. Paul and all points in the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington, and Wright, except as provided in table 4.

MISSOURI: All points in the counties of Boone, Callaway, Cass, Clark, Clay, Cole, Cooper, Howard, Jackson, Lewis, Marion, Moniteau, Platte, and Randolph, except as provided in table 4.

WISCONSIN: All points in the counties of Kenosha, Milwaukee, Ozaukee, Pierce, Polk, Racine, St. Croix, Sheboygan, Washington, and Waukesha, except as provided in table 4.

When the transportation originates in the foregoing area and the distance exceeds 500 miles, the rates in table 3 will apply.

(a) Miles	(b) 999 Lbs. or Less 1/	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs. 2/	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs. 2/	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs. 2/	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs. 3/
15	\$15.95	753	\$12.00	1725	\$10.35	3595	\$9.30	7140	\$8.30
20	\$16.20	757	\$12.25	1715	\$10.50	3581	\$9.40	7149	\$8.40
30	\$16.55	756	\$12.50	1712	\$10.70	3552	\$9.50	7243	\$8.60
40	\$16.80	756	\$12.70	1709	\$10.85	3577	\$9.70	7176	\$8.70
50	\$17.10	758	\$12.95	1692	\$10.95	3580	\$9.80	7184	\$8.80
60	\$17.35	756	\$13.10	1688	\$11.05	3602	\$9.95	7156	\$8.90
70	\$17.55	753	\$13.20	1697	\$11.20	3572	\$10.00	7200	\$9.00
80	\$17.85	748	\$13.35	1693	\$11.30	3576	\$10.10	7169	\$9.05
90	\$18.05	748	\$13.50	1689	\$11.40	3562	\$10.15	7212	\$9.15
100	\$18.25	746	\$13.60	1692	\$11.50	3566	\$10.25	7181	\$9.20
110	\$18.50	746	\$13.80	1682	\$11.60	3569	\$10.35	7189	\$9.30
120	\$18.70	744	\$13.90	1684	\$11.70	3573	\$10.45	7197	\$9.40
130	\$18.90	744	\$14.05	1687	\$11.85	3562	\$10.55	7166	\$9.45
140	\$19.20	737	\$14.15	1690	\$11.95	3565	\$10.65	7174	\$9.55
150	\$19.35	740	\$14.30	1686	\$12.05	3569	\$10.75	7145	\$9.60
160	\$19.50	742	\$14.45	1682	\$12.15	3573	\$10.85	7116	\$9.65
170	\$19.65	744	\$14.60	1679	\$12.25	3560	\$10.90	7120	\$9.70
180	\$19.85	741	\$14.70	1681	\$12.35	3547	\$10.95	7124	\$9.75
190	\$20.00	743	\$14.85	1684	\$12.50	3520	\$11.00	7128	\$9.80
200	\$20.15	745	\$15.00	1680	\$12.60	3508	\$11.05	7168	\$9.90

(Effective: January 3, 1974)

TABLE 1 (continued)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Miles	999 Lbs. or Less 1/	Break Point (Lbs.)	1,000- 1,999 Lbs. 2/	Break Point (Lbs.)	2,000- 3,999 Lbs. 2/	Break Point (Lbs.)	4,000- 7,999 Lbs. 2/	Break Point (Lbs.)	8,000- 11,000 Lbs. 3/
220	\$20.45	746	\$15.25	1673	\$12.75	3514	\$11.20	7179	\$10.05
240	\$20.75	745	\$15.45	1670	\$12.90	3489	\$11.25	7254	\$10.20
260	\$21.05	746	\$15.70	1663	\$13.05	3479	\$11.35	7260	\$10.30
280	\$21.35	745	\$15.90	1667	\$13.25	3442	\$11.40	7334	\$10.45
300	\$21.70	742	\$16.10	1665	\$13.40	3433	\$11.50	7340	\$10.55
320	\$22.05	747	\$16.45	1648	\$13.55	3425	\$11.60	7380	\$10.70
340	\$22.45	742	\$16.65	1646	\$13.70	3417	\$11.70	7453	\$10.90
360	\$22.95	735	\$16.85	1650	\$13.90	3411	\$11.85	7460	\$11.05
380	\$23.35	733	\$17.10	1644	\$14.05	3417	\$12.00	7467	\$11.20
400	\$23.70	730	\$17.30	1642	\$14.20	3423	\$12.15	7441	\$11.30
420	\$24.10	729	\$17.55	1630	\$14.30	3427	\$12.25	7511	\$11.50
440	\$24.50	729	\$17.85	1614	\$14.40	3431	\$12.35	7515	\$11.60
460	\$24.85	729	\$18.10	1603	\$14.50	3449	\$12.50	7488	\$11.70
480	\$25.20	727	\$18.30	1596	\$14.60	3453	\$12.60	7524	\$11.85
500	\$25.60	723	\$18.50	1590	\$14.70	3470	\$12.75	7499	\$11.95

Note: The tariffs approved by the Interstate Commerce Commission include minimum weight provisions to insure that, in instances where the charges computed in one weight bracket exceed those computed for the same mileage in the next higher bracket, the lower rate is used. The breakpoint columns are designed as a convenience in determining the proper amount of reimbursement in such instances, as explained in the following footnotes:

- 1/ The rate per 100 pounds applicable for the transportation of 999 pounds or less, for the applicable mileage, column (a), is that shown in column (b) unless the weight equals or exceeds the number of pounds shown in column (c) for the applicable mileage; in the latter case, the applicable rate is that shown in column (d) for the same mileage, and the applicable weight is the minimum hundredweight of that column, instead of the actual weight of the goods transported. For example, if a shipment weighing 747 pounds is moved for a distance of 80 miles, the applicable rate is \$17.85 per hundred pounds, and the total applicable allowance is \$133.34. If a shipment weighing 748 pounds is moved the same distance, the applicable rate is \$13.35 per hundred pounds, and the total applicable allowance is \$133.50, based on a minimum weight of 1,000 pounds.
- 2/ In the case of transportation of shipments weighing 1,000 to 1,999 pounds; 2,000 to 3,999 pounds; or 4,000 to 7,999 pounds, the amount of reimbursement is computed by using columns (d), (e), and (f); (f), (g), and (h); or (h), (i), and (j) in the same manner as described for columns (b), (c), and (d).
- 3/ In the case of transportation of shipments weighing 8,000 to 11,000 pounds, the amount of reimbursement is the product of the applicable rate in column (j) for the applicable mileage, multiplied by the number of hundredweight transported. For example, if a shipment weighing 9,500 pounds is moved a distance of 200 miles, the applicable rate is \$9.90 per hundred pounds, and the total applicable allowance is \$940.50.

(Effective: January 3, 1974)

TABLE 2

The following commuted rates per 100 pounds apply to transportation of household goods from the points of origin to the points of destination shown below, EXCEPT as provided in table 4.

FROM	TO
<u>CONNECTICUT</u> : All points within the State.	Any point in the United States where the distance is 500 miles or less, EXCEPT as provided in table 4.
<u>DELAWARE</u> : All points in New Castle County.	
<u>ILLINOIS</u> : All points in the counties of Carroll, Madison, Monroe, and St. Clair.	
<u>IOWA</u> : All points in Clinton and Jackson counties.	
<u>MASSACHUSETTS</u> : All points within the State.	
<u>MINNESOTA</u> : Duluth and all points in the counties of Carlton, Lake, and St. Louis.	
<u>MISSOURI</u> : St. Louis and all points in the counties of Jefferson, St. Charles, and St. Louis.	
<u>NEW JERSEY</u> : All points in the counties of Atlantic, Cape May, Cumberland, Ocean, and Salem.	
<u>OHIO</u> : All points in the counties of Jefferson, Lucas, and Wood.	
<u>PENNSYLVANIA</u> : All points in Greene County.	
<u>RHODE ISLAND</u> : All points within the State.	
<u>WISCONSIN</u> : Superior and all points in Douglas County.	

(Effective: January 3, 1974)

TABLE 2 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
15	\$18.10	730	\$13.20	1720	\$11.35	3525	\$10.00	7040	\$8.80
20	\$18.25	732	\$13.35	1716	\$11.45	3529	\$10.10	7050	\$8.90
30	\$18.50	733	\$13.55	1713	\$11.60	3535	\$10.25	7064	\$9.05
40	\$18.65	735	\$13.70	1709	\$11.70	3539	\$10.35	7073	\$9.15
50	\$18.80	740	\$13.90	1698	\$11.80	3543	\$10.45	7082	\$9.25
60	\$19.00	740	\$14.05	1694	\$11.90	3547	\$10.55	7091	\$9.35
70	\$19.15	739	\$14.15	1690	\$11.95	3549	\$10.60	7095	\$9.40
80	\$19.30	744	\$14.35	1680	\$12.05	3536	\$10.65	7099	\$9.45
90	\$19.40	745	\$14.45	1675	\$12.10	3538	\$10.70	7103	\$9.50
100	\$19.50	749	\$14.60	1665	\$12.15	3540	\$10.75	7107	\$9.55
110	\$19.65	749	\$14.70	1667	\$12.25	3543	\$10.85	7116	\$9.65
120	\$19.75	747	\$14.75	1668	\$12.30	3545	\$10.90	7120	\$9.70
130	\$19.90	744	\$14.80	1676	\$12.40	3533	\$10.95	7160	\$9.80
140	\$20.05	744	\$14.90	1678	\$12.50	3520	\$11.00	7200	\$9.90
150	\$20.15	742	\$14.95	1686	\$12.60	3508	\$11.05	7240	\$10.00
160	\$20.35	743	\$15.10	1683	\$12.70	3528	\$11.20	7179	\$10.05
170	\$20.45	741	\$15.15	1684	\$12.75	3530	\$11.25	7183	\$10.10
180	\$20.60	738	\$15.20	1685	\$12.80	3532	\$11.30	7186	\$10.15
190	\$20.70	737	\$15.25	1686	\$12.85	3534	\$11.35	7190	\$10.20
200	\$20.80	736	\$15.30	1687	\$12.90	3535	\$11.40	7193	\$10.25
220	\$20.95	738	\$15.45	1683	\$13.00	3524	\$11.45	7232	\$10.35
240	\$21.10	742	\$15.65	1675	\$13.10	3527	\$11.55	7204	\$10.40
260	\$21.30	742	\$15.80	1671	\$13.20	3531	\$11.65	7176	\$10.45
280	\$21.45	744	\$15.95	1668	\$13.30	3519	\$11.70	7180	\$10.50
300	\$21.75	741	\$16.10	1665	\$13.40	3523	\$11.80	7153	\$10.55
320	\$22.10	743	\$16.40	1653	\$13.55	3513	\$11.90	7194	\$10.70
340	\$22.50	740	\$16.65	1646	\$13.70	3490	\$11.95	7298	\$10.90
360	\$22.95	735	\$16.85	1650	\$13.90	3468	\$12.05	7337	\$11.05
380	\$23.35	733	\$17.10	1644	\$14.05	3445	\$12.10	7405	\$11.20
400	\$23.70	730	\$17.30	1642	\$14.20	3423	\$12.15	7441	\$11.30
420	\$24.10	729	\$17.55	1630	\$14.30	3427	\$12.25	7511	\$11.50
440	\$24.45	731	\$17.85	1614	\$14.40	3431	\$12.35	7515	\$11.60
460	\$24.85	729	\$18.10	1603	\$14.50	3449	\$12.50	7488	\$11.70
480	\$25.15	728	\$18.30	1596	\$14.60	3453	\$12.60	7524	\$11.85
500	\$25.60	723	\$18.50	1590	\$14.70	3470	\$12.75	7499	\$11.95

Notes: (1) For distances over 500 miles, the rates in table 3 apply.

(2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

(Effective: January 3, 1974)

TABLE 3

The following commuted rates per 100 pounds apply to the transportation of household goods to and from all points in the conterminous United States, EXCEPT where rates contained in tables 1, 2, and 4 are specifically applicable.

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
15	\$12.30	783	\$9.65	1732	\$8.45	3787	\$8.00	6950	\$6.95
20	\$12.70	780	\$9.90	1748	\$8.65	3746	\$8.10	6963	\$7.05
30	\$13.15	772	\$10.15	1744	\$8.85	3707	\$8.20	7025	\$7.20
40	\$13.60	765	\$10.40	1741	\$9.05	3669	\$8.30	7085	\$7.35
50	\$14.05	759	\$10.65	1738	\$9.25	3633	\$8.40	7096	\$7.45
60	\$14.45	755	\$10.90	1734	\$9.45	3641	\$8.60	7070	\$7.60
70	\$14.90	752	\$11.20	1715	\$9.60	3625	\$8.70	7127	\$7.75
80	\$15.35	750	\$11.50	1705	\$9.80	3613	\$8.85	7142	\$7.90
90	\$15.80	744	\$11.75	1703	\$10.00	3580	\$8.95	7196	\$8.05
100	\$16.10	746	\$12.00	1692	\$10.15	3567	\$9.05	7249	\$8.20
110	\$16.60	741	\$12.30	1683	\$10.35	3537	\$9.15	7257	\$8.30
120	\$16.90	746	\$12.60	1667	\$10.50	3524	\$9.25	7265	\$8.40
130	\$17.25	745	\$12.85	1674	\$10.75	3480	\$9.35	7273	\$8.50
140	\$17.55	747	\$13.10	1672	\$10.95	3453	\$9.45	7323	\$8.65
150	\$17.95	744	\$13.35	1656	\$11.05	3458	\$9.55	7288	\$8.70
160	\$18.30	744	\$13.60	1655	\$11.25	3449	\$9.70	7299	\$8.85
170	\$18.65	743	\$13.85	1647	\$11.40	3439	\$9.80	7307	\$8.95
180	\$19.05	738	\$14.05	1633	\$11.50	3479	\$10.00	7280	\$9.10
190	\$19.40	738	\$14.30	1630	\$11.65	3468	\$10.10	7288	\$9.20
200	\$19.70	737	\$14.50	1621	\$11.75	3473	\$10.20	7295	\$9.30
220	\$20.10	734	\$14.75	1628	\$12.00	3450	\$10.35	7305	\$9.45
240	\$20.55	730	\$15.00	1627	\$12.20	3443	\$10.50	7315	\$9.60
260	\$20.90	733	\$15.30	1634	\$12.50	3408	\$10.65	7324	\$9.75
280	\$21.30	731	\$15.55	1634	\$12.70	3402	\$10.80	7371	\$9.95
300	\$21.65	730	\$15.80	1633	\$12.90	3396	\$10.95	7343	\$10.05
320	\$22.10	729	\$16.10	1628	\$13.10	3420	\$11.20	7358	\$10.30
340	\$22.45	733	\$16.45	1624	\$13.35	3401	\$11.35	7366	\$10.45
360	\$22.90	732	\$16.75	1618	\$13.55	3410	\$11.55	7377	\$10.65
380	\$23.25	734	\$17.05	1619	\$13.80	3392	\$11.70	7385	\$10.80
400	\$23.60	734	\$17.30	1613	\$13.95	3413	\$11.90	7395	\$11.00
420	\$23.95	733	\$17.55	1607	\$14.10	3433	\$12.10	7439	\$11.25
440	\$24.40	732	\$17.85	1592	\$14.20	3437	\$12.20	7476	\$11.40
460	\$24.80	728	\$18.05	1591	\$14.35	3443	\$12.35	7515	\$11.60
480	\$25.15	726	\$18.25	1590	\$14.50	3463	\$12.55	7491	\$11.75
500	\$25.60	723	\$18.50	1590	\$14.70	3470	\$12.75	7499	\$11.95
520	\$25.90	723	\$18.70	1594	\$14.90	3477	\$12.95	7475	\$12.10
540	\$26.20	722	\$18.90	1604	\$15.15	3472	\$13.15	7423	\$12.20
560	\$26.50	723	\$19.15	1598	\$15.30	3478	\$13.30	7399	\$12.30
580	\$26.80	721	\$19.30	1602	\$15.45	3483	\$13.45	7376	\$12.40
600	\$27.10	720	\$19.50	1606	\$15.65	3477	\$13.60	7412	\$12.60

(Effective: January 3, 1974)

TABLE 3 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000 11,000 Lbs.
620	\$27.30	720	\$19.65	1609	\$15.80	3494	\$13.80	7450	\$12.85
<del>640</del>	<del>\$27.55</del>	<del>721</del>	<del>\$19.85</del>	<del>1608</del>	<del>\$15.95</del>	<del>3499</del>	<del>\$13.95</del>	<del>7427</del>	<del>\$12.95</del>
660	\$27.75	721	\$20.00	1610	\$16.10	3504	\$14.10	7405	\$13.05
680	\$27.95	721	\$20.15	1613	\$16.25	3508	\$14.25	7383	\$13.15
700	\$28.20	724	\$20.40	1613	\$16.45	3502	\$14.40	7417	\$13.35
725	\$28.45	725	\$20.60	1612	\$16.60	3507	\$14.55	7423	\$13.50
750	\$28.65	727	\$20.80	1616	\$16.80	3500	\$14.70	7456	\$13.70
775	\$28.90	727	\$21.00	1615	\$16.95	3517	\$14.90	7464	\$13.90
800	\$29.10	729	\$21.20	1618	\$17.15	3522	\$15.10	7444	\$14.05
825	\$29.25	732	\$21.40	1622	\$17.35	3528	\$15.30	7451	\$14.25
850	\$29.45	734	\$21.60	1630	\$17.60	3523	\$15.50	7407	\$14.35
875	\$29.60	735	\$21.75	1646	\$17.90	3520	\$15.75	7366	\$14.50
900	\$29.80	735	\$21.90	1658	\$18.15	3516	\$15.95	7374	\$14.70
925	\$29.95	738	\$22.10	1661	\$18.35	3532	\$16.20	7334	\$14.85
950	\$30.10	740	\$22.25	1668	\$18.55	3558	\$16.50	7249	\$14.95
975	\$30.25	741	\$22.40	1679	\$18.80	3564	\$16.75	7212	\$15.10
1000	\$30.40	742	\$22.55	1690	\$19.05	3560	\$16.95	7198	\$15.25
1050	\$30.85	748	\$23.05	1697	\$19.55	3550	\$17.35	7240	\$15.70
1100	\$31.30	750	\$23.45	1706	\$20.00	3560	\$17.80	7192	\$16.00
1150	\$31.75	750	\$23.80	1723	\$20.50	3552	\$18.20	7165	\$16.30
1200	\$32.20	754	\$24.25	1724	\$20.90	3551	\$18.55	7203	\$16.70
1250	\$32.65	755	\$24.65	1733	\$21.35	3560	\$19.00	7179	\$17.05
1300	\$33.05	760	\$25.10	1738	\$21.80	3551	\$19.35	7194	\$17.40
1350	\$33.55	764	\$25.60	1735	\$22.20	3550	\$19.70	7209	\$17.75
1400	\$34.00	765	\$26.00	1747	\$22.70	3551	\$20.15	7167	\$18.05
1450	\$34.40	769	\$26.45	1759	\$23.25	3553	\$20.65	7148	\$18.45
1500	\$34.80	773	\$26.90	1763	\$23.70	3553	\$21.05	7126	\$18.75
1550	\$35.10	775	\$27.20	1780	\$24.20	3546	\$21.45	7143	\$19.15
1600	\$35.35	777	\$27.45	1789	\$24.55	3561	\$21.85	7140	\$19.50
1650	\$35.60	780	\$27.75	1799	\$24.95	3568	\$22.25	7138	\$19.85
1700	\$35.80	783	\$28.00	1808	\$25.30	3574	\$22.60	7151	\$20.20
1750	\$36.10	786	\$28.35	1817	\$25.75	3581	\$23.05	7150	\$20.60
1800	\$36.30	788	\$28.60	1826	\$26.10	3587	\$23.40	7163	\$20.95
1850	\$36.55	790	\$28.85	1831	\$26.40	3607	\$23.80	7194	\$21.40
1900	\$36.80	793	\$29.15	1829	\$26.65	3640	\$24.25	7209	\$21.85
1950	\$37.05	795	\$29.45	1834	\$27.00	3652	\$24.65	7238	\$22.30
2000	\$37.35	797	\$29.75	1832	\$27.25	3663	\$24.95	7279	\$22.70
2050	\$37.60	798	\$30.00	1837	\$27.55	3667	\$25.25	7335	\$23.15
2100	\$37.85	800	\$30.25	1839	\$27.80	3684	\$25.60	7360	\$23.55
2150	\$38.10	802	\$30.55	1840	\$28.10	3680	\$25.85	7366	\$23.80

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TABLE 3 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
2200	\$38.35	805	\$30.85	1842	\$28.40	3684	\$26.15	7358	\$24.05
2250	\$38.65	806	\$31.15	1840	\$28.65	3686	\$26.40	7379	\$24.35
2300	\$38.95	807	\$31.40	1844	\$28.95	3683	\$26.65	7385	\$24.60
2350	\$39.20	808	\$31.65	1846	\$29.20	3692	\$26.95	7377	\$24.85
2400	\$39.45	809	\$31.90	1850	\$29.50	3689	\$27.20	7368	\$25.05
2450	\$39.65	813	\$32.20	1848	\$29.75	3691	\$27.45	7374	\$25.30
2500	\$39.90	815	\$32.50	1847	\$30.00	3694	\$27.70	7380	\$25.55
2550	\$40.10	817	\$32.75	1845	\$30.20	3696	\$27.90	7384	\$25.75
2600	\$40.30	819	\$33.00	1846	\$30.45	3698	\$28.15	7375	\$25.95
2650	\$40.50	823	\$33.30	1844	\$30.70	3701	\$28.40	7367	\$26.15
2700	\$40.65	826	\$33.55	1843	\$30.90	3703	\$28.60	7371	\$26.35
2750	\$40.80	826	\$33.70	1846	\$31.10	3705	\$28.80	7375	\$26.55
2800	\$40.95	827	\$33.85	1850	\$31.30	3707	\$29.00	7394	\$26.80
2850	\$41.15	827	\$34.00	1850	\$31.45	3714	\$29.20	7398	\$27.00
2900	\$41.25	827	\$34.10	1854	\$31.60	3722	\$29.40	7388	\$27.15
2950	\$41.40	828	\$34.25	1857	\$31.80	3724	\$29.60	7392	\$27.35
3000	\$41.55	828	\$34.40	1861	\$32.00	3725	\$29.80	7383	\$27.50
3050	\$41.75	830	\$34.65	1859	\$32.20	3727	\$30.00	7387	\$27.70
3100	\$41.95	831	\$34.85	1860	\$32.40	3729	\$30.20	7391	\$27.90
3150	\$42.15	832	\$35.05	1864	\$32.65	3731	\$30.45	7396	\$28.15
3200	\$42.40	832	\$35.25	1864	\$32.85	3739	\$30.70	7388	\$28.35
3250	\$42.60	833	\$35.45	1865	\$33.05	3740	\$30.90	7379	\$28.50
3300	\$42.80	833	\$35.65	1869	\$33.30	3736	\$31.10	7383	\$28.70
3350	\$43.00	835	\$35.90	1867	\$33.50	3738	\$31.30	7387	\$28.90
3400	\$43.15	837	\$36.10	1865	\$33.65	3745	\$31.50	7391	\$29.10
3450	\$43.30	838	\$36.25	1868	\$33.85	3746	\$31.70	7395	\$29.30
3500	\$43.45	838	\$36.40	1871	\$34.05	3748	\$31.90	7399	\$29.50
3600	\$43.60	839	\$36.55	1869	\$34.15	3766	\$32.15	7378	\$29.65
3700	\$43.75	839	\$36.70	1870	\$34.30	3767	\$32.30	7381	\$29.80
3800	\$43.80	841	\$36.80	1870	\$34.40	3768	\$32.40	7383	\$29.90

Note: The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

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Attachment A

TABLE 4

The following commuted rates per 100 pounds apply to transportation of household goods from the points of origin to the points of destination shown below.

FROM	TO
<p><u>CONNECTICUT</u>: All points in Fairfield County.</p> <p><u>DISTRICT OF COLUMBIA</u>: All points within the corporate limits.</p>	
<p><u>ILLINOIS</u>: Chicago and all points in the counties of Cook, Du Page, Kane, Kankakee, Lake, McHenry, and Will.</p> <p><u>INDIANA</u>: All points in Lake County.</p> <p><u>MARYLAND</u>: All points in Montgomery and Prince Georges counties.</p> <p><u>MASSACHUSETTS</u>: All points in the counties of Essex, Middlesex, Norfolk, Suffolk, and Worcester.</p> <p><u>MICHIGAN</u>: Detroit and all points in the counties of Bay, Clinton, Eaton, Genesee, Ingham, Lenawee, Livingston, Macomb, Midland, Monroe, Oakland, Saginaw, St. Clair, Washtenaw, and Wayne.</p> <p><u>NEW JERSEY</u>: All points in the counties of Bergen, Essex, Hudson, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, and Union.</p> <p><u>NEW YORK</u>: Buffalo, Newburgh, New York City, Poughkeepsie, and Rochester and all points in the counties of Columbia, Dutchess, Erie, Genesee, Greene, Livingston, Monroe, Nassau, Niagara, Ontario, Orange, Orleans, Putnam, Rockland, Suffolk, Sullivan, Ulster, Wayne, Westchester, and Wyoming.</p> <p><u>OHIO</u>: Cleveland and all points in the counties of Belmont, Columbiana, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Monroe, and Trumbull.</p> <p><u>PENNSYLVANIA</u>: Philadelphia and Pittsburgh and all points in the counties of Allegheny, Berks, Bucks, Butler, Chester, Delaware, Fayette, Lawrence, Lehigh, Montgomery, Northampton, Philadelphia, and Washington.</p> <p><u>VIRGINIA</u>: Cities of Alexandria, Fairfax, and Falls Church and all points in the counties of Arlington, Fairfax, Fauquier, Loudoun, Prince William, and Stafford.</p> <p><u>WEST VIRGINIA</u>: Wheeling and all points in the counties of Brooke, Hancock, Marshall, Ohio, and Wetzel.</p>	<p>Any point in the United States where the distance is 500 miles or less.</p>

(Effective: January 3, 1974)

TABLE 4 (continued)

FROM	TO
	<p><u>CONNECTICUT</u>: All points in Fairfield County.</p> <p><u>DISTRICT OF COLUMBIA</u>: All points within the corporate limits.</p> <p><u>MARYLAND</u>: All points in Montgomery and Prince Georges counties.</p>
<p>Any point in the United States where the distance is 500 miles or less.</p>	<p><u>MASSACHUSETTS</u>: All points in the counties of Essex, Middlesex, Norfolk, Suffolk, and Worcester.</p> <p><u>MICHIGAN</u>: Detroit and all points in the counties of Bay, Clinton, Eaton, Genesee, Ingham, Lenawee, Livingston, Macomb, Midland, Monroe, Oakland, Saginaw, St. Clair, Washtenaw, and Wayne.</p> <p><u>NEW JERSEY</u>: All points in the counties of Bergen, Essex, Hudson, Mercer, Middlesex, Monmouth, Morris, Passaic, Somerset, and Union.</p> <p><u>NEW YORK</u>: Newburgh, New York City, and Poughkeepsie and all points in the counties of Columbia, Dutchess, Greene, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester.</p> <p><u>OHIO</u>: Cleveland and all points in the counties of Belmont, Columbiana, Cuyahoga, Geauga, Lake, Lorain, Mahoning, Medina, Monroe, and Trumbull.</p> <p><u>PENNSYLVANIA</u>: Philadelphia and Pittsburgh and all points in the counties of Allegheny, Bucks, Butler, Chester, Delaware, Fayette, Lawrence, Montgomery, Philadelphia, and Washington.</p> <p><u>VIRGINIA</u>: Cities of Alexandria, Fairfax, and Falls Church and all points in the counties of Arlington, Fairfax, Fauquier, Loudoun, Prince William, and Stafford.</p> <p><u>WEST VIRGINIA</u>: Wheeling and all points in the counties of Brooke, Hancock, Marshall, Ohio, and Wetzel.</p>

(Effective: January 3, 1974)

TABLE 4 (continued)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Miles	Lbs. or Less	Break Point (Lbs.)	1,000- 1,999 Lbs.	Break Point (Lbs.)	2,000- 3,999 Lbs.	Break Point (Lbs.)	4,000- 7,999 Lbs.	Break Point (Lbs.)	8,000- 11,000 Lbs.
15	\$19.75	725	\$14.30	1686	\$12.05	3486	\$10.50	7010	\$9.20
20	\$20.00	720	\$14.40	1688	\$12.15	3474	\$10.55	7053	\$9.30
30	\$20.30	717	\$14.55	1691	\$12.30	3464	\$10.65	7062	\$9.40
40	\$20.55	716	\$14.70	1688	\$12.40	3468	\$10.75	7070	\$9.50
50	\$20.75	716	\$14.85	1691	\$12.55	3459	\$10.85	7079	\$9.60
60	\$20.95	716	\$15.00	1687	\$12.65	3463	\$10.95	7087	\$9.70
70	\$21.10	721	\$15.20	1678	\$12.75	3451	\$11.00	7128	\$9.80
80	\$21.30	719	\$15.30	1680	\$12.85	3456	\$11.10	7172	\$9.95
90	\$21.45	718	\$15.40	1682	\$12.95	3460	\$11.20	7179	\$10.05
100	\$21.65	716	\$15.50	1678	\$13.00	3477	\$11.30	7151	\$10.10
110	\$21.80	718	\$15.65	1675	\$13.10	3481	\$11.40	7158	\$10.20
120	\$22.00	716	\$15.75	1677	\$13.20	3485	\$11.50	7166	\$10.30
130	\$22.15	716	\$15.85	1672	\$13.25	3517	\$11.65	7142	\$10.40
140	\$22.30	716	\$15.95	1681	\$13.40	3508	\$11.75	7149	\$10.50
150	\$22.45	715	\$16.05	1683	\$13.50	3526	\$11.90	7093	\$10.55
160	\$22.65	714	\$16.15	1685	\$13.60	3530	\$12.00	7100	\$10.65
170	\$22.80	715	\$16.30	1681	\$13.70	3519	\$12.05	7104	\$10.70
180	\$23.00	716	\$16.45	1678	\$13.80	3508	\$12.10	7141	\$10.80
190	\$23.15	715	\$16.55	1680	\$13.90	3497	\$12.15	7145	\$10.85
200	\$23.30	715	\$16.65	1676	\$13.95	3499	\$12.20	7148	\$10.90
220	\$23.50	713	\$16.75	1678	\$14.05	3488	\$12.25	7152	\$10.95
240	\$23.70	714	\$16.90	1675	\$14.15	3478	\$12.30	7155	\$11.00
260	\$23.85	717	\$17.10	1661	\$14.20	3479	\$12.35	7158	\$11.05
280	\$24.05	718	\$17.25	1658	\$14.30	3469	\$12.40	7162	\$11.10
300	\$24.30	714	\$17.35	1655	\$14.35	3457	\$12.40	7162	\$11.10
320	\$24.45	716	\$17.50	1646	\$14.40	3473	\$12.50	7168	\$11.20
340	\$24.60	720	\$17.70	1633	\$14.45	3475	\$12.55	7172	\$11.25
360	\$24.75	722	\$17.85	1625	\$14.50	3463	\$12.55	7204	\$11.30
380	\$24.90	721	\$17.95	1622	\$14.55	3464	\$12.60	7207	\$11.35
400	\$25.00	722	\$18.05	1613	\$14.55	3464	\$12.60	7239	\$11.40
420	\$25.15	722	\$18.15	1609	\$14.60	3466	\$12.65	7305	\$11.55
440	\$25.30	722	\$18.25	1606	\$14.65	3468	\$12.70	7371	\$11.70
460	\$25.40	723	\$18.35	1597	\$14.65	3468	\$12.70	7465	\$11.85
480	\$25.55	723	\$18.45	1594	\$14.70	3470	\$12.75	7499	\$11.95
500	\$25.60	723	\$18.50	1590	\$14.70	3470	\$12.75	7561	\$12.05

Notes: (1) For distances over 500 miles, the rates in table 3 apply.

(2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

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ADDITIONAL ALLOWANCES

FERRY AND BRIDGE SERVICE: To the amount of reimbursement computed from table 1, 2, 3, or 4, whichever applies, add the following applicable amount per hundred pounds for shipments by common carrier via the points listed below, subject to a minimum weight allowance of 500 pounds (except as shown below for shipments to or from Martha's Vineyard and Nantucket Island, Massachusetts; and shipments to or from Fishers Island, New York).

<u>CALIFORNIA:</u> San Diego - Coronado	\$0.25
<u>FLORIDA:</u> To or from Key Biscayne	0.15
<u>MASSACHUSETTS:</u>	
To or from Martha's Vineyard (3,000 lbs. minimum)	3.50
To or from Nantucket Island (3,000 lbs. minimum)	5.50
<u>MICHIGAN:</u> Mackinaw City - St. Ignace	0.35
<u>NEW YORK:</u> To or from Fishers Island (1,000 lbs. minimum)	5.00
<u>OREGON:</u> Astoria - Megler, Washington	0.35
<u>VIRGINIA:</u> Virginia Beach - Norfolk, Virginia - Cape Charles, Virginia (Includes transportation via bridge and tunnel)	0.35
<u>WASHINGTON:</u>	
Anacortes - San Juan Islands	1.00
Columbia Beach - Mukilteo	0.55
Edmonds - Kingston	0.55
Fauntleroy - Vashon-Harper	0.55
Keystone - Port Townsend	0.55
Megler - Astoria, Oregon	0.35
Seattle - Bremerton	0.75
Seattle - Winslow	0.55
Tacoma - Vashon Island	0.55

Note: For shipment by common carrier having its origin or destination on any other island of one of the coastal States, excluding Alaska, that can be reached by motor carrier transportation only by use of ferry or ship, the allowance shall be the carrier's charge for such transportation service, as published in the applicable tariff approved by the Interstate Commerce Commission or other appropriate regulatory body.

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ADDITIONAL ALLOWANCES (continued)

METROPOLITAN AREAS: The rates shown in the table below apply to shipments originating or terminating in the particular cities and areas indicated and moving by common-carrier. These rates are in addition to rates contained in table 1, 2, 3, or 4 whichever is applicable. If the shipment originates in one of the numbered areas shown in the table and terminates in another of those areas, the allowances shown for both areas are applicable; but, if the shipment originates and terminates within the same area, the allowance shall apply only once, subject to greater allowance either at origin or destination. (See examples on page 16.) A 500-pound minimum weight allowance applies.

State	Description of Area	Area No.	Rate per 100 lbs. (Cents)
<u>CALIFORNIA</u>	San Francisco and all points in the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.	41	50
	Los Angeles and all points in the counties of Los Angeles, Orange, Riverside, San Bernardino, San Diego, Santa Barbara, and Ventura.	42	50
	All points, except points in the counties of Fairfield, Hartford, and New Haven.	1	30
	All points in the counties of Fairfield, Hartford, and New Haven.	2	50
<u>CONNECTICUT</u>	All points in New Castle County.	17	30
<u>DISTRICT OF COLUMBIA</u>	All points within the corporate limits.	25	50
	Atlanta and all points in the counties of Clayton, Cobb, De Kalb, Fulton, and Gwinnett.	14	30
<u>GEORGIA</u>	Chicago and all points in the counties of Cook, Du Page, and Lake.	3	75
	All points in the counties of Kane, Kankakee, McHenry, and Will.	3	50
	All points in the counties of Madison, Monroe, and St. Clair.	11	50
	All points in the counties of Boone, De Kalb, Stephenson, and Winnebago.	32	30
	All points in Calhoun County.	33	30

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ADDITIONAL ALLOWANCES (continued)

METROPOLITAN AREAS (continued)

<u>State</u>	<u>Description of Area</u>	<u>Area No.</u>	<u>Rate per 100 lbs. (Cents)</u>
<u>INDIANA</u>	Gary and all points in Lake County.	3	75
	All points in Dearborn County.	22	30
<u>IOWA</u>	Des Moines and all points in Polk County.	18	30
<u>KANSAS</u>	All points in the counties of Johnson, Leavenworth, and Wyandotte.	28	30
<u>KENTUCKY</u>	All points in the counties of Boone, Campbell, and Kenton.	22	30
<u>MARYLAND</u>	All points in Montgomery and Prince Georges counties.	25	50
	Baltimore and all points in the counties of Anne Arundel, Baltimore, Carroll, Harford, and Howard.	29	30
<u>MASSACHUSETTS</u>	Boston and all points in the counties of Essex, Middlesex, Norfolk, Suffolk, and Worcester.	13	50
	All points in Plymouth County.	13	30
<u>MICHIGAN</u>	Detroit and all points in the counties of Lenawee, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne.	21	50
<u>MINNESOTA</u>	Duluth and all points in St. Louis County.	4	30
	Minneapolis and St. Paul and all points in the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington.	36	50
<u>MISSOURI</u>	St. Louis and all points in the counties of Jefferson, St. Charles, and St. Louis.	11	50
	All points in the counties of Cass, Clay, Jackson, and Platte.	26	30
<u>NEBRASKA</u>	All points in the counties of Douglas, Sarpy, and Saunders.	40	30

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## ADDITIONAL ALLOWANCES (continued)

METROPOLITAN AREAS (continued)

<u>State</u>	<u>Description of Area</u>	<u>Area No.</u>	<u>Rate per 100 lbs. (Cents)</u>
<u>NEW JERSEY</u>	All points in the counties of Bergen, Burlington, Camden, Essex, Hudson, Mercer, Middlesex, Morris, Passaic, and Union.	34	30
<u>NEW YORK</u>	New York City and all points in the counties of Nassau, Suffolk, and Westchester.	5	100
	Buffalo and all points in Erie and Niagara counties.	6	50
	Albany and all points in the counties of Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Schoharie, Warren, and Washington.	15	30
	All points in Sullivan County.	15	50
	All points in the counties of Dutchess, Orange, Putnam, Rockland, and Ulster.	15	100
	All points in Onondaga County.	37	30
	All points in the counties of Genesee, Livingston, Monroe, Ontario, Orleans, Wayne, and Wyoming.	39	50
<u>OHIO</u>	All points in Belmont and Monroe counties.	7	50
	Akron and all points in Summit County.	8	50
	Cleveland and all points in the counties of Cuyahoga, Geauga, Lake, Lorain, and Medina.	8	100
	All points in Portage County.	16	30
	All points in the counties of Columbiana, Mahoning, and Trumbull.	16	50
	All points in the counties of Butler, Clermont, Hamilton, Montgomery, and Warren.	22	30
	All points in the counties of Ashland, Crawford, and Richland.	23	30
	Toledo and all points in Lucas and Wood counties.	38	30

(Effective: January 3, 1974)

ADDITIONAL ALLOWANCES (continued)

METROPOLITAN AREAS (continued)

<u>State</u>	<u>Description of Area</u>	<u>Area No.</u>	<u>Rate per 100 lbs. (Cents)</u>
<u>PENNSYLVANIA</u>	Pittsburgh and all points in Allegheny County.	9	100
	Philadelphia and all points in the counties of Berks, Bucks, Chester, Delaware, Erie, Fayette, Lehigh, Montgomery, Northampton, and Philadelphia.	31	30
	All points in the counties of Cumberland, Dauphin, and York.	27	30
<u>RHODE ISLAND</u>	All points within the State.	35	30
<u>TENNESSEE</u>	All points in Shelby County.	24	30
<u>VIRGINIA</u>	The cities of Alexandria, Fairfax, and Falls Church and all points in the counties of Arlington, Fairfax, Fauquier, Loudoun, and Prince William.	25	50
<u>WEST VIRGINIA</u>	Wheeling and all points in the counties of Brooke, Hancock, Marshall, Ohio, and Wetzel.	7	50
<u>WISCONSIN</u>	Superior and all points in Douglas County.	4	30
	Milwaukee and all points in the counties of Kenosha, Milwaukee, Ozaukee, Racine, Washington, and Waukesha.	10	50
	All points in Dane County.	30	30
	All points in St. Croix County.	36	50

EXAMPLES

1. If a shipment originates at Detroit, Michigan (Area 21) and terminates at a point in Waukesha County, Wisconsin (Area 10), two Metropolitan Area allowances are payable; namely, 50 cents per 100 pounds, applicable to Area 21, and 50 cents per 100 pounds, applicable to Area 10.

2. If a shipment originates at Ravenna (Portage County), Ohio (where an Area 16 allowance of 30¢ per hundred pounds is applicable), and terminates at Youngstown (Mahoning County), Ohio (where an Area 16 allowance of 50¢ per hundred pounds is applicable), only one Metropolitan Area allowance is payable; namely, the higher allowance of 50¢ per hundred pounds.

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ADDITIONAL ALLOWANCES (continued)

ELEVATOR, STAIR CARRY, OR EXCESSIVE DISTANCE CARRY: Subject to the limitations shown in notes 1 thru 8, below, the following allowances shall be made to cover charges made by commercial carriers for use of elevator service, carriage by stairs, or excessive distance carry, during pickup and/or delivery of household goods.

	Allowance Per 100 Pounds	
	Schedule A (See note 6)	Schedule B (See note 7)
ELEVATORS: Service up and/or down one or more flights -	50¢	60¢
STAIRS: Carriage per flight (See note 2) -	25¢	30¢
EXCESSIVE DISTANCE: Each extra carry at origin or at destination (See note 5) -	25¢	30¢

- Note 1. Elevator and stair carry allowances will not apply when pickup or delivery is made within a single family dwelling.
- Note 2. Inside a building, the first flight must be at least 8 steps. Each additional flight is a complete floor above or below the first flight. Outside a building, the first flight must be at least 8 but not more than 20 steps. Less than 8 steps is not considered a flight.
- Note 3. When stairs and elevator are both available, the allowance will be based on the method that results in the lower charge; e.g., 25¢ per 100 lbs. on a move to or from second floor and 50¢ per 100 lbs. on a move to or from sixth floor.
- Note 4. When a shipment must be transferred from one elevator to another or carried one or more flights beyond available elevator service, the allowance will be based on each elevator or stair carry service, subject to note 8.
- Note 5. An extra carry means each carriage from or to the carrier's vehicle of 50 feet or fraction thereof after the first 75 feet, measured from outside the entrance door of a detached or single family dwelling, or from outside the individual apartment entrance door of a multiple occupancy building.

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ADDITIONAL ALLOWANCES (continued)

Note 6. Schedule A allowances apply at all points except points listed in note 7 as schedule B allowances.

Note 7. Schedule B allowances apply at the following points:

CALIFORNIA: Los Angeles and San Francisco and all points in the counties of Alameda, Contra Costa, Los Angeles, Marin, Napa, Orange, Riverside, San Bernardino, San Diego, San Francisco, San Mateo, Santa Barbara, Santa Clara, Sonoma, Solano, and Ventura.

CONNECTICUT: All points within the State.

ILLINOIS: Chicago and all points in the counties of Cook, Du Page, Kane, Kankakee, Lake, McHenry, and Will.

INDIANA: All points in Dearborn and Lake counties.

KENTUCKY: All points in the counties of Boone, Campbell, and Kenton.

NEW YORK: New York City, Newburgh, and Poughkeepsie and all points in the counties of Dutchess, Nassau, Orange, Putnam, Rockland, Suffolk, Sullivan, Ulster, and Westchester.

OHIO: Cleveland and all points in the counties of Belmont, Butler, Clermont, Columbiana, Cuyahoga, Geauga, Hamilton, Lake, Lorain, Mahoning, Medina, Monroe, Summit, and Trumbull.

PENNSYLVANIA: Philadelphia and Pittsburgh and all points in the counties of Allegheny, Bucks, Chester, Delaware, Fayette, Greene, Lawrence, Mercer, Montgomery, Philadelphia, and Washington.

WEST VIRGINIA: Wheeling and all points in the counties of Brooke, Hancock, Marshall, Ohio, and Wetzel.

Note 8. The allowance shall not exceed the amount actually paid to the carrier.

(Effective: January 3, 1974)

SECTION 2 - TEMPORARY STORAGE AND RELATED EXPENSES

THE FOLLOWING TABLE CONTAINS THE APPLICABLE COMMUTED RATES PER 100 POUNDS WHICH SHALL BE USED AS A BASIS FOR REIMBURSING EMPLOYEES FOR THE EXPENSES INCURRED IN CONNECTION WITH TEMPORARY STORAGE OF THEIR HOUSEHOLD GOODS AND PERSONAL EFFECTS IN WAREHOUSES LOCATED IN THE GEOGRAPHIC AREAS INDICATED. THESE RATES INCLUDE FACTORS COVERING THE PICKUP OR DELIVERY (DRAYAGE) AND WAREHOUSE HANDLING CHARGES, AS WELL AS THE ACTUAL STORAGE RATES. THE AMOUNT OF REIMBURSEMENT FOR EXPENSES INCURRED IN CONNECTION WITH WAITING TIME OF VAN IN LIEU OF STORAGE SHALL BE SUBJECT TO THE MAXIMUM ALLOWANCE FOR ONE MONTH'S STORAGE AND RELATED EXPENSES BASED ON THE COMMUTED RATE APPLICABLE AT THE DESTINATION STORAGE AREA. HOWEVER, THE AMOUNT OF REIMBURSEMENT SHALL NOT EXCEED THE AMOUNT ACTUALLY PAID TO THE CARRIER FOR THE STORAGE AND RELATED SERVICES INVOLVED OR FOR THE WAITING TIME OF THE VAN.

STORAGE AND RELATED EXPENSES FOR 30 DAYS OR LESS								
AREA	999 LBS. OR LESS			ADDITIONAL STORAGE FOR 31-60 DAYS				
	MIN. CHG.	PICKUP OR DELIVERY (1)	STORAGE & HANDLING (2)	1000-1999 LBS.	2000-3999 LBS.	4000-7999 LBS.	8000-11000 LBS.	(2)
1	\$31.00	\$3.40	+ \$1.40	\$3.65	\$3.15	\$2.90	\$2.90	\$0.70
2	\$32.50	\$3.70	+ \$1.40	\$3.90	\$3.35	\$3.05	\$3.05	\$0.70
3	\$33.50	\$3.70	+ \$1.50	\$4.00	\$3.45	\$3.15	\$3.15	\$0.75
4	\$53.25	\$6.45	+ \$2.10	\$5.80	\$5.20	\$4.90	\$4.70	\$0.85
5	\$51.25	\$6.45	+ \$1.90	\$5.60	\$5.00	\$4.70	\$4.70	\$0.85
6	\$50.75	\$6.45	+ \$1.85	\$5.55	\$4.95	\$4.65	\$4.65	\$0.85
7	\$34.00	\$4.00	+ \$1.40	\$4.15	\$3.65	\$3.30	\$3.30	\$0.70
8	\$32.00	\$3.40	+ \$1.50	\$3.75	\$3.25	\$3.00	\$3.00	\$0.75
9	\$28.25	\$2.75	+ \$1.45	\$4.20	\$3.95	\$3.70	\$3.70	\$0.70
10	\$85.00	\$11.00	+ \$3.00	\$10.15	\$8.75	\$7.65	\$6.80	\$1.15
11	\$49.25	\$6.45	+ \$1.70	\$5.40	\$4.80	\$4.50	\$4.50	\$0.85
12	\$54.75	\$6.95	+ \$2.00	\$6.05	\$5.35	\$5.05	\$5.05	\$0.85
13	\$56.25	\$6.95	+ \$2.15	\$6.20	\$5.50	\$5.20	\$5.20	\$0.90
14	\$49.75	\$6.95	+ \$1.50	\$5.55	\$4.85	\$4.55	\$4.55	\$0.75
15	\$66.25	\$8.55	+ \$2.35	\$7.65	\$6.65	\$6.00	\$5.65	\$1.00
16	\$59.75	\$7.45	+ \$2.25	\$6.70	\$5.85	\$5.55	\$5.55	\$1.00
17	\$49.25	\$6.45	+ \$1.70	\$5.40	\$4.80	\$4.50	\$4.50	\$0.80
18	\$50.00	\$6.20	+ \$1.90	\$5.35	\$4.75	\$4.45	\$4.45	\$0.90
19	\$45.00	\$6.20	+ \$1.40	\$4.85	\$4.25	\$3.95	\$3.95	\$0.70
20	\$47.00	\$6.20	+ \$1.60	\$5.05	\$4.45	\$4.15	\$4.15	\$0.75
21	\$73.50	\$9.70	+ \$2.50	\$8.70	\$7.50	\$6.55	\$5.80	\$1.00
22	\$71.00	\$9.70	+ \$2.25	\$8.45	\$7.25	\$6.30	\$5.55	\$1.00
23	\$48.00	\$6.20	+ \$1.70	\$5.15	\$4.55	\$4.25	\$4.25	\$0.70
24	\$57.75	\$7.45	+ \$2.05	\$6.50	\$5.65	\$5.35	\$5.35	\$0.85
25	\$47.25	\$6.45	+ \$1.50	\$5.20	\$4.60	\$4.30	\$4.30	\$0.70

See pages 20-22 for continuation of table and explanation of references

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STORAGE AND RELATED EXPENSES FOR 30 DAYS OR LESS

AREA	MIN. CHG.	999 LBS. OR LESS				ADDITIONAL STORAGE FOR 31-60 DAYS			
		PICKUP OR DELIVERY (1)	OR STORAGE & HANDLING (2)	1000-1999 LBS.	2000-3999 LBS.	4000-7999 LBS.	8000-11000 LBS.	(2)	
26	\$46.75	\$6.45 +	\$1.45	\$5.15	\$4.55	\$4.25	\$4.25	\$0.70	
27	\$40.50	\$4.70 +	\$1.70	\$4.65	\$4.15	\$3.80	\$3.80	\$0.75	
28	\$48.75	\$6.45 +	\$1.65	\$5.35	\$4.75	\$4.45	\$4.45	\$0.75	
29	\$35.00	\$4.00 +	\$1.50	\$4.25	\$3.75	\$3.40	\$3.40	\$0.75	
30	\$52.25	\$6.45 +	\$2.00	\$5.70	\$5.10	\$4.80	\$4.80	\$1.00	
31	\$54.75	\$6.95 +	\$2.00	\$6.05	\$5.35	\$5.05	\$5.05	\$1.00	
32	\$34.50	\$4.00 +	\$1.45	\$4.20	\$3.70	\$3.35	\$3.35	\$0.70	
33	\$45.25	\$5.45 +	\$1.80	\$5.00	\$4.45	\$4.10	\$4.10	\$0.80	
34	\$43.25	\$5.45 +	\$1.60	\$4.50	\$4.25	\$3.90	\$3.90	\$0.75	
35	\$31.50	\$3.40 +	\$1.45	\$3.70	\$3.20	\$2.95	\$2.95	\$0.70	
36	\$50.25	\$6.45 +	\$1.80	\$5.50	\$4.90	\$4.60	\$4.60	\$0.80	
37	\$47.00	\$6.20 +	\$1.60	\$5.05	\$4.45	\$4.15	\$4.15	\$0.80	
38	\$47.50	\$6.20 +	\$1.65	\$5.10	\$4.50	\$4.20	\$4.20	\$0.80	
39	\$75.50	\$9.70 +	\$2.70	\$8.90	\$7.70	\$6.75	\$6.00	\$1.15	
40	\$35.50	\$4.00 +	\$1.55	\$4.30	\$3.80	\$3.45	\$3.45	\$0.75	
41	\$49.50	\$6.20 +	\$1.85	\$5.30	\$4.70	\$4.40	\$4.40	\$0.85	
42	\$47.25	\$6.45 +	\$1.50	\$5.20	\$4.60	\$4.30	\$4.30	\$0.75	
43	\$48.50	\$6.20 +	\$1.75	\$5.20	\$4.60	\$4.30	\$4.30	\$0.75	
44	\$35.50	\$3.40 +	\$1.85	\$4.10	\$3.60	\$3.35	\$3.35	\$0.85	
45	\$54.75	\$6.45 +	\$2.25	\$5.95	\$5.35	\$5.05	\$5.05	\$1.00	
46	\$36.00	\$4.00 +	\$1.60	\$4.35	\$3.85	\$3.50	\$3.50	\$0.75	
47	\$49.75	\$6.45 +	\$1.75	\$5.45	\$4.85	\$4.55	\$4.55	\$0.75	
48	\$58.00	\$6.20 +	\$2.70	\$6.15	\$5.55	\$5.25	\$5.25	\$1.15	
49	\$53.50	\$6.20 +	\$2.25	\$5.70	\$5.10	\$4.80	\$4.80	\$1.00	
50	\$69.00	\$9.70 +	\$2.05	\$8.25	\$7.05	\$6.10	\$5.35	\$0.85	
51	\$38.50	\$4.70 +	\$1.50	\$4.45	\$3.95	\$3.60	\$3.60	\$0.70	
52	\$35.50	\$3.70 +	\$1.70	\$4.20	\$3.65	\$3.35	\$3.35	\$0.75	
53	\$35.00	\$3.40 +	\$1.80	\$4.05	\$3.55	\$3.30	\$3.30	\$0.80	
54	\$37.50	\$4.70 +	\$1.40	\$4.35	\$3.85	\$3.50	\$3.50	\$0.70	
55	\$57.25	\$6.95 +	\$2.25	\$6.30	\$5.60	\$5.30	\$5.30	\$1.00	
56	\$33.50	\$3.40 +	\$1.65	\$3.90	\$3.40	\$3.15	\$3.15	\$0.80	
57	\$33.00	\$3.40 +	\$1.60	\$3.85	\$3.35	\$3.10	\$3.10	\$0.75	
58	\$37.00	\$4.00 +	\$1.70	\$4.45	\$3.95	\$3.60	\$3.60	\$0.80	
59	\$46.00	\$6.20 +	\$1.50	\$4.95	\$4.35	\$4.05	\$4.05	\$0.75	
60	\$37.50	\$4.00 +	\$1.75	\$4.50	\$4.00	\$3.65	\$3.65	\$0.75	
61	\$44.25	\$5.45 +	\$1.70	\$4.90	\$4.35	\$4.00	\$4.00	\$0.85	
62	\$45.75	\$5.45 +	\$1.85	\$5.05	\$4.50	\$4.15	\$4.15	\$0.85	
63	\$57.25	\$7.45 +	\$2.00	\$6.45	\$5.60	\$5.30	\$5.30	\$1.00	
64	\$46.50	\$6.20 +	\$1.55	\$5.00	\$4.40	\$4.10	\$4.10	\$0.75	
65	\$57.25	\$7.45 +	\$2.00	\$6.45	\$5.60	\$5.30	\$5.30	\$0.90	
66	\$38.50	\$4.70 +	\$1.50	\$4.45	\$3.95	\$3.60	\$3.60	\$0.75	

See pages 21 and 22 for continuation of table and explanation of references

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STORAGE AND RELATED EXPENSES FOR 30 DAYS OR LESS

AREA	999 LBS. OR LESS				ADDITIONAL STORAGE			
	MIN. DELIVERY CHG.	PICKUP OR STORAGE	HANDLING	1000-1999 LBS.	2000-3999 LBS.	4000-7999 LBS.	8000-11000 LBS.	FOR 31-60 DAYS
	(1)	(2)	(1)	(2)	(1)	(2)	(1)	(2)
67	\$40.00	\$4.70 +	\$1.65	\$4.60	\$4.10	\$3.75	\$3.75	\$0.80
68	\$37.00	\$4.00 +	\$1.70	\$4.45	\$3.95	\$3.60	\$3.60	\$0.70
69	\$58.75	\$7.45 +	\$2.15	\$6.60	\$5.75	\$5.45	\$5.45	\$0.90
70	\$42.25	\$5.45 +	\$1.50	\$4.70	\$4.15	\$3.80	\$3.80	\$0.70
71	\$54.25	\$6.95 +	\$1.95	\$6.00	\$5.30	\$5.00	\$5.00	\$0.85
72	\$47.75	\$6.45 +	\$1.55	\$5.25	\$4.65	\$4.35	\$4.35	\$0.70
73	\$59.25	\$7.45 +	\$2.20	\$6.65	\$5.80	\$5.50	\$5.50	\$0.90
74	\$55.75	\$7.45 +	\$1.85	\$6.30	\$5.45	\$5.15	\$5.15	\$0.85
75	\$54.75	\$7.45 +	\$1.75	\$6.20	\$5.35	\$5.05	\$5.05	\$0.75
76	\$59.25	\$7.45 +	\$2.20	\$6.65	\$5.80	\$5.50	\$5.50	\$1.00
77	\$61.25	\$8.55 +	\$1.85	\$7.15	\$6.15	\$5.50	\$5.15	\$0.85
78	\$65.75	\$8.55 +	\$2.30	\$7.60	\$6.60	\$5.95	\$5.60	\$1.00
79	\$62.75	\$8.55 +	\$2.00	\$7.30	\$6.30	\$5.65	\$5.30	\$0.70
80	\$55.75	\$6.95 +	\$2.10	\$6.15	\$5.45	\$5.15	\$5.15	\$1.00
81	\$41.50	\$4.70 +	\$1.80	\$4.75	\$4.25	\$3.90	\$3.90	\$0.80
82	\$51.25	\$7.45 +	\$1.40	\$5.85	\$5.00	\$4.70	\$4.70	\$0.70
83	\$70.50	\$9.70 +	\$2.20	\$8.40	\$7.20	\$6.25	\$5.50	\$1.00
84	\$35.50	\$4.00 +	\$1.55	\$4.30	\$3.80	\$3.45	\$3.45	\$0.70
85	\$45.50	\$6.20 +	\$1.45	\$4.90	\$4.30	\$4.00	\$4.00	\$0.70
86	\$68.50	\$9.70 +	\$2.00	\$8.20	\$7.00	\$6.05	\$5.30	\$1.00
87	\$54.25	\$6.95 +	\$1.95	\$6.00	\$5.30	\$5.00	\$5.00	\$0.95
88	\$65.50	\$9.70 +	\$1.70	\$7.20	\$6.70	\$5.75	\$5.00	\$0.70
89	\$87.25	\$11.25 +	\$3.10	\$10.55	\$9.10	\$7.95	\$7.10	\$1.25
90	\$53.25	\$6.95 +	\$1.85	\$5.90	\$5.20	\$4.90	\$4.90	\$0.85
91	\$52.25	\$6.95 +	\$1.75	\$5.80	\$5.10	\$4.80	\$4.80	\$0.75
92	\$50.25	\$6.45 +	\$1.80	\$5.50	\$4.90	\$4.60	\$4.60	\$0.85
93	\$48.25	\$6.45 +	\$1.60	\$5.30	\$4.70	\$4.40	\$4.40	\$0.75
94	\$46.50	\$6.20 +	\$1.55	\$5.00	\$4.40	\$4.10	\$4.10	\$0.70
95	\$49.00	\$6.20 +	\$1.80	\$5.25	\$4.65	\$4.35	\$4.35	\$0.85
96	\$73.75	\$8.55 +	\$3.10	\$8.40	\$7.40	\$6.75	\$6.40	\$1.25
97	\$57.25	\$6.45 +	\$2.50	\$6.20	\$5.60	\$5.30	\$5.30	\$1.00
98	\$49.25	\$6.45 +	\$1.70	\$5.40	\$4.80	\$4.50	\$4.50	\$0.70
99	\$45.00	\$4.00 +	\$2.50	\$5.25	\$4.75	\$4.40	\$4.40	\$1.00
100	\$65.75	\$6.95 +	\$3.10	\$7.15	\$6.45	\$6.15	\$6.15	\$1.25
101	\$39.50	\$4.70 +	\$1.60	\$4.55	\$4.05	\$3.70	\$3.70	\$0.75
102	\$80.00	\$11.00 +	\$2.50	\$9.65	\$8.25	\$7.15	\$6.30	\$1.00
103	\$69.50	\$9.70 +	\$2.10	\$8.30	\$7.10	\$6.15	\$5.40	\$0.85
104	\$48.75	\$6.45 +	\$1.65	\$5.35	\$4.75	\$4.45	\$4.45	\$0.80
105	\$70.00	\$9.70 +	\$2.15	\$8.35	\$7.15	\$6.20	\$5.45	\$0.90
106	\$32.50	\$3.40 +	\$1.55	\$3.80	\$3.30	\$3.05	\$3.05	\$0.70
107	\$53.75	\$6.95 +	\$1.90	\$5.95	\$5.25	\$4.95	\$4.95	\$0.90

See page 22 for continuation of table and explanation of references

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STORAGE AND RELATED EXPENSES FOR 30 DAYS OR LESS

AREA	MIN. CHG.	999 LBS. OR LESS		PICKUP OR STORAGE & 1000- 2000- 4000- 8000-				ADDITIONAL
		DELIVERY (1)	HANDLING (2)	1999 LBS.	3999 LBS.	7999 LBS.	11000 LBS.	STORAGE FOR 31-60 DAYS (2)
108	\$43.75	\$5.45 +	\$1.65	\$4.85	\$4.30	\$3.95	\$3.95	\$0.75
109	\$67.25	\$8.55 +	\$2.45	\$7.75	\$6.75	\$6.10	\$5.75	\$0.95
110	\$55.75	\$6.95 +	\$2.10	\$6.15	\$5.45	\$5.15	\$5.15	\$0.85
111	\$51.25	\$6.95 +	\$1.65	\$5.70	\$5.00	\$4.70	\$4.70	\$0.80
112	\$56.25	\$7.45 +	\$1.90	\$6.35	\$5.50	\$5.20	\$5.20	\$0.80
113	\$63.25	\$8.55 +	\$2.05	\$7.35	\$6.35	\$5.70	\$5.35	\$0.90
114	\$51.75	\$6.95 +	\$1.70	\$5.75	\$5.05	\$4.75	\$4.75	\$0.85
115	\$52.00	\$6.20 +	\$2.10	\$5.55	\$4.95	\$4.65	\$4.65	\$0.85
116	\$52.75	\$6.95 +	\$1.80	\$5.85	\$5.15	\$4.85	\$4.85	\$0.80
117	\$60.75	\$8.55 +	\$1.80	\$7.10	\$6.10	\$5.45	\$5.10	\$0.80
118	\$59.75	\$8.55 +	\$1.70	\$7.00	\$6.00	\$5.35	\$5.00	\$0.70
119	\$41.00	\$4.70 +	\$1.75	\$4.70	\$4.20	\$3.85	\$3.85	\$0.75
120	\$49.00	\$6.20 +	\$1.80	\$5.25	\$4.65	\$4.35	\$4.35	\$0.80
121	\$58.25	\$7.45 +	\$2.10	\$6.55	\$5.70	\$5.40	\$5.40	\$0.85
122	\$39.00	\$3.40 +	\$2.20	\$4.45	\$3.95	\$3.70	\$3.70	\$1.00
123	\$40.00	\$4.70 +	\$1.65	\$4.60	\$4.10	\$3.75	\$3.75	\$0.75
124	\$57.75	\$7.45 +	\$2.05	\$6.50	\$5.65	\$5.35	\$5.35	\$0.90
125	\$40.50	\$4.00 +	\$2.05	\$4.80	\$4.30	\$3.95	\$3.95	\$0.90

Explanation of references on pages 19-22 (see Illustrative Examples below):

- (1) Subject to a minimum weight allowance of 500 pounds.
- (2) Subject to a minimum weight allowance of 1,000 pounds.

ILLUSTRATIVE EXAMPLES:

- A. Shipment of 450 lbs. stored 30 days at San Francisco, California:
  - Pickup or delivery - 500 lbs. (minimum) @ \$11.00 cwt. - \$55.00
  - Storage and handling - 1,000 lbs. (minimum) @ \$3.00 cwt. - 30.00
  - Total allowable reimbursement - \$85.00
- B. Shipment of 600 lbs. stored 60 days in Durham County, North Carolina:
  - Pickup or delivery - 600 lbs. @ \$6.20 cwt. - \$37.20
  - Storage and handling - 1,000 lbs. (minimum) @ \$1.65 cwt. - 16.50
  - Additional storage (31 - 60 days) - 1,000 lbs. (minimum) @ \$0.80 cwt. - 8.00
  - Total allowable reimbursement - \$61.70

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
POINTS IN UNITED STATES EXCEPT THOSE LISTED BELOW.....	1
<b>ALABAMA</b>	
COUNTIES OF JACKSON, LIMESTONE, MADISON, MARSHALL, MORGAN AND RUSSELL.....	2
COUNTIES OF JEFFERSON AND MOBILE.....	3
<b>ARIZONA</b>	
COUNTY OF MARICOPA.....	4
COUNTY OF PIMA.....	5
ALL OTHER POINTS.....	6
<b>ARKANSAS</b>	
COUNTIES OF BENTON, MADISON AND WASHINGTON.....	7
COUNTY OF CRITTENDEN.....	8
COUNTY OF PULASKI.....	9
<b>CALIFORNIA</b>	
COUNTIES OF ALAMEDA, CONTRA COSTA, MARIN, NAPA, SAN FRANCISCO, SAN MATEO, SANTA CLARA, SOLANO AND SONOMA.....	10
COUNTY OF SHASTA.....	11
COUNTY OF YUBA.....	12
COUNTIES OF FRESNO AND MERCED.....	13
COUNTY OF IMPERIAL.....	14
COUNTIES OF LOS ANGELES, ORANGE, RIVERSIDE, SAN BERNARDINO, SAN DIEGO, SANTA BARBARA AND VENTURA.....	15
COUNTIES OF MONTEREY, SACRAMENTO, SAN JOAQUIN AND SANTA CRUZ.....	16
COUNTY OF SAN LUIS OBISPO.....	17
COUNTY OF STANISLAUS.....	18

(Effective: January 3, 1974)

TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
-----	
CALIFORNIA (CONTINUED)	
ALL OTHER POINTS.....	19
COLORADO	
COUNTIES OF ADAMS, ARAPAHOE, BOULDER, DENVER, EL PASO, JEFFERSON, LARIMER, PUEBLO, TELLER AND WELD.....	16
COUNTY OF MORGAN.....	20
ALL OTHER POINTS.....	19
CONNECTICUT	
COUNTY OF FAIRFIELD.....	21
COUNTIES OF HARTFORD AND NEW HAVEN.....	22
ALL OTHER POINTS.....	16
DELAWARE	
COUNTIES OF KENT AND SUSSEX.....	23
COUNTY OF NEW CASTLE.....	24
ALL OTHER POINTS.....	19
DISTRICT OF COLUMBIA	
ALL POINTS.....	16
FLORIDA	
COUNTIES OF BAKER, CLAY, DUVAL, NASSAU AND ST. JOHNS.....	25
COUNTIES OF BREVARD, FLAGLER, HILLSBOROUGH, LAKE, ORANGE, OSCEOLA, PASCO AND VOLUSIA.....	26
COUNTIES OF ESCAMBIA, HOLMES, OKALOOSA, SANTA ROSA AND WALTON.....	27
COUNTY OF PINELLAS.....	28
COUNTY OF BAY.....	29

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>FLORIDA (CONTINUED)</b>	
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COUNTY OF DADE.....	31
COUNTIES OF MANATEE AND SEMINOLE.....	32
COUNTY OF SARASOTA.....	33
COUNTY OF POLK.....	34
ALL OTHER POINTS.....	35
<b>GEORGIA</b>	
COUNTIES OF CLAYTON, COBB, DE KALB, FULTON AND GWINNETT.....	36
COUNTIES OF BIBB, CHATHAM, DOUGHERTY, GLYNN, HOUSTON AND MUSCOGEE.....	2
COUNTY OF RICHMOND.....	7
<b>IDAHO</b>	
COUNTIES OF ADA, CANYON AND ELMORE.....	37
COUNTIES OF BANNOCK, BONNIEVILLE, COEUR D'ALENE AND KOOTENAI.....	38
ALL OTHER POINTS.....	19
<b>ILLINOIS</b>	
CITY OF CHICAGO; COUNTIES OF COOK, DUPAGE, KANE, LAKE, MCHENRY AND WILL.....	39
COUNTIES OF ADAMS, BROWN AND PIKE.....	40
COUNTIES OF BOONE, CHRISTIAN, DE KALB, EFFINGHAM, FAYETTE, MONTGOMERY AND OGLE.....	19
COUNTIES OF BUREAU, IRROQUOIS, MCDONOUGH, PUTNAM AND WARREN....	20
COUNTY OF CALHOUN.....	41
COUNTY OF CARROLL.....	42
COUNTIES OF CASS, CHAMPAIGN, CLARK, COLES, CUMBERLAND,	

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>ILLINOIS (CONTINUED)</b>	
DEWITT, DOUGLAS, EDGAR, FORD, GREENE, JERSEY, LIVINGSTON, LOGAN, MACON, MACOUPIN, MASON, MCLEAN, MENARD, MORGAN, MULTRIE, PIATT, SANGAMON, SCOTT, SHELBY, STEPHENSON, VERMILION AND WINNEBAGO.....	43
COUNTY OF CLINTON.....	44
COUNTIES OF FULTON, MARSHALL, PEORIA, TAZEWELL AND WOODFORD.....	45
COUNTY OF GRUNDY.....	33
COUNTIES OF HANCOCK, MERCER AND SCHUYLER.....	46
COUNTIES OF HENRY, LASALLE, ROCK ISLAND AND WHITESIDE.....	47
COUNTY OF JO DAVIESS.....	29
COUNTY OF KANKAKEE.....	48
COUNTIES OF KNOX AND STARK.....	49
COUNTIES OF MADISON, MONROE AND ST CLAIR.....	50
<b>INDIANA</b>	
COUNTY OF ALLEN.....	43
COUNTY OF FLOYD.....	51
COUNTY OF MONROE.....	52
COUNTIES OF FULTON, MARSHALL, PULASKI AND STARKE.....	53
COUNTIES OF CLARK, HARRISON, SCOTT AND WASHINGTON.....	54
COUNTIES OF CASS, DUBOIS, GIBSON, GRANT, HOWARD, MIAMI, PERRY, POSEY, SPENCER, VANDERBURGH, WABASH AND WARRICK.....	46
COUNTIES OF ELKHART, MARION AND ST JOSEPH.....	20
COUNTY OF DEARBORN.....	55
COUNTIES OF DELAWARE AND MADISON.....	56
COUNTIES OF FOUNTAIN, VERMILION AND WARREN.....	57
COUNTIES OF FRANKLIN, OHIO AND SWITZERLAND.....	35

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>INDIANA (CONTINUED)</b>	
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COUNTY OF LAPORTE.....	36
COUNTY OF PORTER.....	7
COUNTY OF TIPPECANOE.....	58
COUNTY OF VIGO.....	34
<b>IOWA</b>	
COUNTIES OF BENTON, CALHOUN, CEDAR, GREENE, HAMILTON, HUMBOLDT, IOWA, JONES, KOSSUTH, POCAHONTAS, WEBSTER AND WRIGHT.....	46
COUNTY OF BLACK HAWK.....	59
COUNTIES OF BOONE, DALLAS, GRUNDY, HARDIN, JASPER, MADISON, MARION, MARSHALL, POWESHIEK, STORY, TAMA AND WARREN.....	60
COUNTIES OF CLINTON, JACKSON AND SCOTT.....	47
COUNTY OF DES MOINES.....	61
COUNTIES OF DUBUQUE, HARRISON AND MILLS.....	29
COUNTY OF JOHNSON.....	62
COUNTIES OF LINN, POTTAWATTAMIE AND WOODBURY.....	6
COUNTIES OF LYON AND SIOUX.....	39
COUNTY OF POLK.....	63
<b>KANSAS</b>	
COUNTIES OF DOUGLAS AND SHAWNEE.....	64
COUNTIES OF JOHNSON, LEAVENWORTH AND WYANDOTTE.....	65
COUNTY OF RENO.....	20
COUNTY OF SEDGWICK.....	41
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COUNTIES OF BOONE, CAMPBELL AND KENTON.....	45

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>KENTUCKY (CONTINUED)</b>	
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COUNTY OF FAYETTE.....	29
COUNTIES OF BULLITT, OLDHAM AND SHELBY.....	54
COUNTY OF HENDERSON.....	46
COUNTY OF JEFFERSON.....	67
<b>LOUISIANA</b>	
COUNTIES OF ASCENSION, EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, JEFFERSON, LIVINGSTON, ORLEANS, PLAGUEMINES, POINTE COUPEE, ST BERNARD, ST JAMES, ST JOHN THE BAPTIST, ST TAMMANY, TANGIPAHOA, WEST BATON ROUGE AND WEST FELICIANA.....	59
COUNTIES OF BOSSIER, CADDO AND ST CHARLES.....	29
<b>MAINE</b>	
ALL POINTS.....	68
<b>MARYLAND</b>	
CITY OF BALTIMORE; COUNTIES OF ANNE ARUNDEL, BALTIMORE, CARROLL, CHARLES, HARFORD AND HOWARD.....	13
COUNTY OF CECIL.....	69
COUNTY OF ALLEGANY.....	70
COUNTIES OF CAROLINE, DORCHESTER, KENT, TALBOT AND WICOMICO.....	35
COUNTIES OF FREDERICK, ST MARYS AND WASHINGTON.....	43
COUNTIES OF MONTGOMERY AND PRINCE GEORGES.....	16
<b>MASSACHUSETTS</b>	
CITY OF BOSTON; COUNTIES OF ESSEX, SUFFOLK, MIDDLESEX, NORFOLK AND WORCESTER.....	21
COUNTIES OF BARNSTABLE AND BERKSHIRE.....	47

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>MASSACHUSETTS (CONTINUED)</b>	
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COUNTY OF FRANKLIN.....	43
COUNTY OF HAMPDEN.....	42
COUNTY OF HAMPSHIRE.....	72
COUNTY OF PLYMOUTH.....	73
<b>MICHIGAN</b>	
COUNTIES OF ALCONA, MONTMORENCY, OSCODA AND PRESQUE ISLE.....	7
COUNTIES OF ALLEGAN, BARRY, BERRIEN, BRANCH, CALHOUN, CASS, HILLSDALE, KALAMAZOO, ST JOSEPH AND VAN BUREN.....	71
COUNTIES OF ALPENA AND CHIPPEWA.....	36
COUNTIES OF BAY, MIDLAND AND SAGINAW.....	74
COUNTIES OF CLARE, GLADWIN, GRATTOT, ROSCOMMON AND TUSCORA.....	41
COUNTIES OF DELTA, IOSCO, ISABELLA AND MARQUETTE.....	6
COUNTY OF EATON.....	12
COUNTIES OF IONIA, JACKSON, KENT, MUSKEGON AND OTTAWA.....	47
COUNTIES OF GENESEE, LAPEER AND SHIAWASSEE.....	75
COUNTY OF INGHAM.....	76
COUNTIES OF LENAWEE AND WASHTENAW.....	77
COUNTIES OF MACOMB, OAKLAND AND WAYNE.....	78
COUNTIES OF MONROE AND ST CLAIR.....	79
<b>MINNESOTA</b>	
COUNTIES OF ANOKA, CARVER, DAKOTA, HENNEPIN, RAMSEY, SCOTT AND WASHINGTON.....	80
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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>MINNESOTA (CONTINUED)</b>	
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COUNTIES OF CARLTON AND LAKE.....	82
COUNTY OF CLAY.....	46
COUNTY OF COOK.....	19
COUNTIES OF LINCOLN, PIPESTONE AND ROCK.....	35
COUNTY OF POLK.....	20
COUNTY OF ST LOUIS.....	16
<b>MISSISSIPPI</b>	
COUNTIES OF DESOTO, HANCOCK, HARRISON AND JACKSON.....	8
<b>MISSOURI</b>	
CITY OF ST LOUIS; COUNTIES OF JEFFERSON, ST CHARLES AND ST LOUIS.....	83
COUNTIES OF BENTON, BOONE, COOPER, HENRY, HICKORY, JOHNSON, LAFAYETTE, MORGAN, PETTIS, SALINE AND ST CLAIR.....	29
COUNTIES OF CASS, CLAY, JACKSON AND PLATTE.....	65
COUNTIES OF CLARK, LEWIS AND MARION.....	32
COUNTIES OF GREENE AND JASPER.....	46
COUNTY OF PULASKI.....	84
<b>MONTANA</b>	
COUNTY OF YELLOWSTONE.....	43
ALL OTHER POINTS.....	85
<b>NEBRASKA</b>	
COUNTIES OF CASS, DODGE, DOUGLAS, LANCASTER, SARPY, SAUNDERS AND WASHINGTON.....	6
COUNTY OF DAKOTA.....	43

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>NEBRASKA (CONTINUED)</b>	
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<b>NEVADA</b>	
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COUNTIES OF DOUGLAS, LYON, ORMSBY, STOREY AND WASHOE.....	47
ALL OTHER POINTS.....	19
<b>NEW HAMPSHIRE</b>	
COUNTIES OF HILLSBORO, MERRIMACK AND ROCKINGHAM.....	81
ALL OTHER POINTS.....	60
<b>NEW JERSEY</b>	
COUNTY OF ATLANTIC.....	20
COUNTIES OF BERGEN, ESSEX, HUDSON, MERCER, MIDDLESEX, MORRIS, PASSAIC AND UNION.....	88
COUNTIES OF BURLINGTON, CAMDEN, CUMBERLAND AND GLOUCESTER.....	87
COUNTIES OF HUNTERDON, OCEAN, SUSSEX AND WARREN.....	23
COUNTY OF MONMOUTH.....	74
COUNTY OF SALEM.....	24
COUNTY OF SOMERSET.....	88
ALL OTHER POINTS.....	19
<b>NEW MEXICO</b>	
COUNTIES OF BERNALILLO, DONA ANA AND OTERO.....	47
COUNTIES OF CHAVES, EDDY AND LEA.....	46
COUNTY OF CURRY.....	43
<b>NEW YORK</b>	
CITY OF ITHACA; COUNTIES OF BROOME AND FULTON.....	19

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TEMPORARY STORAGE AND RELATED EXPENSES

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COUNTY OF ALBANY.....	90
COUNTIES OF COLUMBIA, MONTGOMERY, RENSSELAER, SARATOGA, SCHENECTADY AND SCHOHARIE.....	91
COUNTY OF CATTARAUGUS.....	7
COUNTIES OF CAYUGA, MADISON, ONONDAGA AND OSWEGO.....	92
COUNTY OF CHAUTAUGUA.....	46
COUNTIES OF CHEMUNG, SCHUYLER, SENECA, STEUBEN, TIOGA, TOMPKINS AND YATES.....	93
COUNTIES OF CLINTON, ESSEX AND FRANKLIN.....	94
COUNTIES OF CORTLAND AND ONEIDA.....	95
COUNTIES OF DUTCHESS, ORANGE, PUTNAM, ROCKLAND AND ULSTER.....	96
COUNTIES OF ERIE AND NIAGARA.....	22
COUNTIES OF GENESEE AND ORLEANS.....	97
COUNTY OF GREENE.....	98
COUNTIES OF HERKIMER AND LEWIS.....	8
COUNTIES OF LIVINGSTON, ONTARIO, WAYNE AND WYOMING.....	99
COUNTY OF MONROE.....	21
COUNTY OF SULLIVAN.....	100
<b>NORTH CAROLINA</b>	
COUNTIES OF BEAUFORT, CARTERET, CRAVEN, DUPLIN, DURHAM, EDGECOMBE, FRANKLIN, GRANVILLE, GREENE, HALIFAX, JOHNSTON, JONES, LENOIR, MARTIN, NASH, NEW HANOVER, ONSLÖW, ORANGE, PENDER, PERSON, PITT, SAMPSON, VANCE, WAKE, WARREN, WAYNE AND WILSON.....	38
COUNTY OF MECKLENBURG.....	34
ALL OTHER POINTS.....	7

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
<b>NORTH DAKOTA</b>	
COUNTIES OF CASS AND GRAND FORKS.....	101
COUNTY OF WARD.....	20
<b>OHIO</b>	
COUNTY OF ALLEN.....	8
COUNTIES OF ASHLAND, CRAWFORD AND RICHLAND.....	53
COUNTY OF ASHTABULA.....	6
COUNTY OF MONTGOMERY.....	90
COUNTIES OF BELMONT AND MONROE.....	102
COUNTIES OF BUTLER, CLERMONT, HAMILTON AND WARREN.....	55
COUNTIES OF CLAY, GREENE AND MIAMI.....	20
COUNTY OF COLUMBIANA.....	103
COUNTIES OF CUYAHOGA, GEauga, JEFFERSON, LAKE AND LORAIN.....	21
COUNTIES OF ERIE, HANCOCK, HURON, OTTAWA AND WYANDOT.....	43
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COUNTY OF PORTAGE.....	104
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GEOGRAPHIC AREA	STORAGE AREA
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COUNTIES OF KAY AND TULSA.....	46
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ALL POINTS.....	109
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COUNTIES OF ADAMS, ARMSTRONG, CENTRE, SCHUYLKILL AND WESTMORELAND.....	7
COUNTY OF ALLEGHENY.....	78
COUNTY OF BEAVER.....	20
COUNTIES OF BERKS, LEHIGH AND NORTHAMPTON.....	6
COUNTIES OF BUCKS, CHESTER, DELAWARE, MONTGOMERY AND PHILADELPHIA.....	110
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COUNTIES OF CAMERON, ELK, MCKEAN AND POTTER.....	84
COUNTY OF CLEARFIELD.....	23
COUNTY OF COLUMBIA.....	59
COUNTIES OF CRAWFORD, VENANGO AND WARREN.....	46
COUNTIES OF CUMBERLAND AND DAUPHIN.....	90
COUNTY OF ERIE.....	112
COUNTY OF FAYETTE.....	113
COUNTY OF INDIANA.....	114
COUNTY OF LACKAWANNA.....	19
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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA	STORAGE AREA
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COUNTY OF LUZERNE.....	85
COUNTIES OF LYCOMING AND MONTGOMERY.....	66
COUNTIES OF NORTHUMBERLAND, SNYDER AND UNION.....	29
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COUNTY OF WASHINGTON.....	118
<b>RHODE ISLAND</b>	
ALL POINTS.....	116
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COUNTIES OF ABBEVILLE, ANDERSON, CHEROKEE, GREENVILLE, GREENWOOD, OCONEE, PICKENS, SPARTANBURG AND UNION.....	70
ALL OTHER POINTS.....	7
<b>SOUTH DAKOTA</b>	
COUNTIES OF BROOKINGS, LAKE, LINCOLN, MCCOOK, MINER, MINNEHAHA, MOODY AND TURNER.....	35
COUNTIES OF BENNETT, BUTTE, CUSTER, FALL RIVER, HAAKON, LAWRENCE, MEADE, PENNINGTON, SHANNON, WASHAUBAUGH AND ZIEBACH.....	108
<b>TENNESSEE</b>	
COUNTY OF SHELBY.....	29
<b>TEXAS</b>	
CITY OF EL PASO AND POINTS WITHIN 25 MILES; CITY OF SAN ANTONIO AND POINTS WITHIN 25 MILES; COUNTIES OF BEXAR, BRAZORIA, DALLAS, FORT BEND, GALVESTON, HARRIS, TARRANT AND TRAVIS.....	43
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<b>UTAH</b>	
COUNTIES OF DAVID, MORGAN, SALT LAKE, TOOELE, UTAH, WASATCH AND WEBER.....	120
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<b>VIRGINIA</b>	
CITY OF ALEXANDRIA; CITY OF FAIRFAX; CITY OF FALLS CHURCH; COUNTIES OF ARLINGTON, FAIRFAX, FAUQUIER, LOUDOUN, PRINCE WILLIAM AND STAFFORD.....	16
CITY OF CHESAPEAKE; CITY OF FRANKLIN; CITY OF HAMPTON; CITY OF NEWPORT NEWS; CITY OF NORFOLK; CITY OF PORTSMOUTH; CITY OF SUFFOLK; CITY OF VIRGINIA BEACH; CITY OF WILLIAMSBURG; COUNTIES OF ISLE OF WIGHT, NANSEMOND AND SOUTHAMPTON.....	67
CITY OF COLONIAL HEIGHTS; CITY OF HOPEWELL; CITY OF PETERSBURG; COUNTIES OF CHARLES CITY, DINWIDDIE, GOOCHLAND, HANOVER, JAMES CITY, NEW KENT, NORTHAMPTON, POWhatan, PRINCE GEORGE AND YORK.....	7
CITY OF RICHMOND.....	54
COUNTY OF AMELIA.....	7
COUNTY OF CHESTERFIELD.....	101
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<b>WASHINGTON</b>	
COUNTIES OF CLALLAM, CLARK, COWLITZ, GRAYS HARBOR, ISLAND,	

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TEMPORARY STORAGE AND RELATED EXPENSES

GEOGRAPHIC AREA

STORAGE  
AREA

-----  
WASHINGTON (CONTINUED)

JEFFERSON, KING, KITSAP, LEWIS, MASON, PACIFIC, PIERCE,  
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COUNTIES OF BROWN, FOND DU LAC, GRANT AND SHEBOYGAN..... 29

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(GEOGRAPHICAL INDEX TO COMMUTED RATE SCHEDULE

In addition to the transportation rate table numbers shown opposite each State, table 4 rates apply from any listed origin State on any shipment to the specific destination points shown in table 4 where the distance is 500 miles or less.

<u>Origin State</u>	<u>Transportation Rates</u>		<u>Additional Allowances</u>	<u>Storage Allowance</u>	
	<u>Table No.</u>	<u>Page No.</u>	<u>Page No.</u>	<u>Area Page No.</u>	<u>Rates Page No.</u>
Alabama	3	6	17	23	19
Arizona	3	6	17	23	19
Arkansas	3	6	17	23	19
California	3	6	12,13,17	23,24	19
Colorado	3	6	17	24	19
Connecticut	2,3,4	4,6,9	13,17	24	19
Delaware	1,2,3	1,4,6	13,17	24	19
District of Columbia	3,4	6,9	13,17	24	19
Florida	3	6	12,17	24,25	19,20
Georgia	3	6	13,17	25	19,20
Idaho	3	6	17	25	19,20
Illinois	1,2,3,4	1,4,6,9	13,17	25,26	19,20
Indiana	1,3,4	1,6,9	14,17	26,27	19,20
Iowa	1,2,3	1,4,6	14,17	27	19,20
Kansas	1,3	1,6	14,17	27	19,20
Kentucky	1,3	1,6	14,17	27,28	20,21
Louisiana	3	6	17	28	20

## GEOGRAPHICAL INDEX TO COMMUTED RATE SCHEDULE

<u>Origin State</u>	<u>Transportation Rates</u>		<u>Additional</u>	<u>Storage Allowance</u>	
	<u>Table No.</u>	<u>Page No.</u>	<u>Allowances</u>	<u>Area</u>	<u>Rates</u>
			<u>Page No.</u>	<u>Page No.</u>	<u>Page No.</u>
Maine	1,3	1,6	17	28	21
Maryland	1,3,4	1,6,9	14,17	28	19,20,21
Massachusetts	2,3,4	4,6,9	12,14,17	28,29	19,20,21
Michigan	1,3,4	1,6,9	12,14,17	29	19,20,21
Minnesota	1,2,3	1,4,6	14,17	29,30	19,20,21
Mississippi	3	6	17	30	19
Missouri	1,2,3	1,4,6	14,17	30	20,21
Montana	3	6	17	30	20,21
Nebraska	1,3	1,6	14,17	30,31	19,20
Nevada	3	6	17	31	19,20
New Hampshire	1,3	1,6	17	31	20,21
New Jersey	1,2,3,4	1,4,6,9	15,17	31	19,21
New Mexico	3	6	17	31	20
New York	1,3,4	1,6,9	12,15,17	31,32	19,20,21
North Carolina	3	6	17	32	19,20
North Dakota	3	6	17	33	19,21
Ohio	1,2,3,4	1,4,6,9	15,17	33	19,20,21
Oklahoma	3	6	17	33,34	20,21,22
Oregon	3	6	12,17	34	22
Pennsylvania	1,2,3,4	1,4,6,9	16,17	34,35	19,20,21,22

GEOGRAPHICAL INDEX TO COMMUTED RATE SCHEDULE

<u>Origin State</u>	<u>Transportation Rates</u>		<u>Additional Allowances</u>	<u>Storage Allowance</u>	
	<u>Table No.</u>	<u>Page No.</u>	<u>Page No.</u>	<u>Area Page No.</u>	<u>Rates Page No.</u>
Rhode Island	2,3	4,6	16,17	35	22
South Carolina	3	6	17	35	19,21
South Dakota	3	6	17	35	20,22
Tennessee	3	6	16,17	35	20
Texas	3	6	17	35,36	19,20,22
Utah	3	6	17	36	21,22
Vermont	1,3	1,6	17	36	19,20
Virginia	3,4	6,9	12,16,17	36	19,20,21
Washington	3	6	12,17	36,37	22
West Virginia	3,4	6,9	16,17	37	21,22
Wisconsin	1,2,3	1,4,6	16,17	37	20,21,22
Wyoming	3	6	17	37	19,20,21

## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

February 19, 1974



## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after February 2, 1974.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

2-19-74

MEMORANDUM 8-74

(B) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION (PPC) - 1973 -- I am pleased to announce the results of the 1973 FBIRA sponsored Interoffice Firearms Competition (PPC). The Minneapolis Division won the overall competition with an average score, including handicap, of 101.87 (93.37 + 8.50). The "J. Edgar Hoover Memorial Practical Pistol Course Trophy" is being sent to Minneapolis where it will remain until the winner of the 1974 competition is determined. A plaque is also being forwarded to Minneapolis which is to be permanently retained by that division.

In addition to the overall winner, plaques for permanent retention will be presented to the second and third place winners, El Paso - 101.03 (94.31 + 6.72), and Memphis - 99.78 (92.54 + 7.24) respectively. Grouping of field offices is determined by the office position in the administrative report dated June 30, 1973. The office with the highest average, plus handicap, in each group is being cited "honorable mention." Excluding the first three winners, the division in each group winning the citation is as follows:

	<u>Net</u>	<u>Gross</u>
Group 1 Philadelphia	91.50	98.40
Group 2 San Diego	91.78	99.04
Group 3 Springfield	94.04	99.53
Group 4 Salt Lake City	95.31	99.61

<u>Group 1</u>			<u>Group 2</u>		
	<u>Net</u>	<u>Gross</u>		<u>Net</u>	<u>Gross</u>
1. Chicago	92.83	98.13	1. Indianapolis	92.57	98.54
2. San Francisco	90.13	98.09	2. Kansas City	93.06	98.52
3. Los Angeles	91.46	97.74	3. Dallas	92.63	98.37
4. Washington Field	90.08	97.52	4. Miami	92.24	98.36
5. Newark	92.44	97.40	5. St. Louis	91.52	98.25
6. New York	88.70	97.25	6. Oklahoma City	91.14	98.13
7. Detroit	90.10	95.17	7. Boston	92.01	98.10
8. FBI Headquarters	81.30	94.92	8. Cincinnati	91.75	98.08
			9. Buffalo	92.40	97.98
			10. Sacramento	91.21	97.81
			11. Charlotte	92.36	97.73
			12. Baltimore	91.80	97.72
			13. Tampa	91.33	97.51
			14. Pittsburgh	92.59	97.45
			15. San Antonio	89.38	96.97
			16. Cleveland	89.88	96.91
			17. Atlanta	90.70	96.38
			18. Milwaukee	89.62	93.77

<u>Group 3</u>			<u>Group 4</u>		
	<u>Net</u>	<u>Gross</u>		<u>Net</u>	<u>Gross</u>
1. Denver	92.19	99.21	1. Richmond	92.25	99.21
2. Jackson	92.02	99.02	2. Mobile	93.62	99.17
3. Phoenix	92.55	99.00	3. Birmingham	91.86	98.89
4. Seattle	92.68	98.71	4. Anchorage	95.38	98.80
5. Columbia	91.63	98.69	5. Little Rock	92.32	98.77
6. Houston	90.78	98.52	6. Savannah	91.71	98.52
7. Omaha	93.56	98.21	7. Albuquerque	92.42	98.09
8. Alexandria	90.54	98.02	8. Las Vegas	93.50	97.13
9. Jacksonville	90.75	97.09	9. San Juan	88.96	96.88
10. Louisville	90.27	97.97	10. Norfolk	90.90	96.57
11. Portland	92.42	97.81	11. Butte	91.08	96.36
12. New Orleans	92.19	97.73	12. Honolulu	89.44	95.89
13. New Haven	90.56	97.20	13. Knoxville	90.84	95.81
14. Albany	89.59	96.82			

2-19-74

MEMORANDUM 8-74

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The increase in participation by Agent personnel and the enthusiasm generated in the overall competition for the "J. Edgar Hoover Memorial Practical Pistol Course Trophy" are indeed heartening. This year the overall average for Special Agents participating was 90.43.

2-19-74

MEMORANDUM 8-74

(C) BUREAU MAILING LISTS - ADDITIONS, DELETIONS AND/OR CORRECTIONS -- When an FBI National Academy (FBINA) graduate leaves law enforcement through retirement, change in employment or otherwise has a change in status, he still is entitled to receive the National Academy Newsletter and Directory of Graduates. When you advise the Bureau of changes in the status of NA men, you must furnish the new address to which Bureau material is to be mailed or state specifically that the individual should continue to receive Bureau material at the same address as in the past.

When you request additions to the mailing list for police officers or other friends of the Bureau to whom the Law Enforcement Bulletin (LEB) would be of benefit or when submitting request for approval of an individual as an SAC contact, it is incumbent upon you to furnish the Bureau with complete and accurate addresses, to include the zip code. It is imperative that the mailing list data be accurate and up to date if we are to insure those supporters of the Bureau to whom this material is addressed receive it promptly.

(Security page attached)

2-19-74

MEMORANDUM 8-74

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(D) ASSISTANCE TO CORRECTIONAL AUTHORITIES -- A report, "Revolutionary Target: The American Penal System," issued December 18, 1973, by the Committee on Internal Security, U. S. House of Representatives, discusses the problems facing correctional authorities as a result of revolutionary and racial extremist elements both inside and outside prisons. I have advised the Attorney General of my intention that this Bureau assist correctional officials by providing appropriate information on the above elements.

As in the past, you should continue to furnish information on the activities of revolutionary and racial extremist groups to Federal and state correctional authorities when those activities relate to the responsibilities of the officials. Also, you should advise those authorities in your Division that, when requested by them, you will also furnish information on the organizations, aims and activities of revolutionary and racial extremist groups.

Further, you should advise the correctional authorities that FBI representatives are available upon request to appear in training programs held by those authorities in order to present information on the pertinent groups. To provide information on racial extremist groups, you should utilize appropriate police instructors and assure that objective presentations are made in appearances before correctional officers.

As you are aware, it is Bureau policy that only FBI Headquarters representatives are authorized to provide information on revolutionary communist and New Left groups. Therefore, you should forward to FBI Headquarters any requests for FBI representatives to provide such information to training courses for correctional officers. Also furnish any comments relating to acceptance of such requests.

Clarence M. Kelley  
Director

Enclosure for (A)

2-19-74

MEMORANDUM 8-74

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February 2, 1974

GSA BULLETIN A-2  
Supplement 47

COMMUTED RATE SCHEDULE

Containing

COMMUTED RATES FOR TRANSPORTATION AND TEMPORARY STORAGE OF HOUSEHOLD  
GOODS WITHIN THE CONTINENTAL UNITED STATES, EXCLUDING ALASKA

Effective Date: As shown on individual  
pages transmitted by supplements  
to this bulletin

BUREAU SUPPLEMENT 31  
TO GSA BULLETIN A-2

GENERAL SERVICES ADMINISTRATION  
WASHINGTON, DC 20405

January 23, 1974

GSA BULLETIN FPMR A-2  
GENERAL  
SUPPLEMENT 47

TO : Heads of Federal agencies

SUBJECT: Commuted rate schedule for transportation of household goods

1. Purpose. This supplement transmits a revision of the commuted rate schedule contained in attachment A.
2. Effective date. The provisions of this supplement shall apply on transportation begun on and after February 2, 1974.
3. Expiration date. This supplement contains material of a continuing nature and will remain in effect until canceled.
4. Background. Van carriers of household goods have published a general increase of 9.6 percent in their line-haul transportation rates, effective February 2, 1974. Corresponding changes are made in the commuted rate schedule as reflected in the new pages transmitted by this supplement.
5. Explanation of changes. Rate table 1 on pages 2 and 3, rate table 2 on page 5, rate table 3 on pages 6 thru 8, and rate table 4 on page 11 of the commuted rate schedule are revised to reflect the carriers' increases.
6. Instructions. Remove pages 1, 3, 5 thru 8, and 11, and insert new pages 1, 3, 5 thru 8, and 11. The current commuted rate schedule contains pages from attachments to supplements 46 and 47. Retention of removed pages will provide a history of the commuted rate schedule and facilitate determining which rates were in effect at particular times.

At the direction of the Administrator of General Services.



M. J. TIMBERS  
Commissioner, Federal Supply Service

Attachment

January 2, 1974

GSA Bulletin FPMR A-2, Supp. 46  
Attachment A

COMMUTED RATE SCHEDULE

Containing

COMMUTED RATES FOR TRANSPORTATION AND TEMPORARY STORAGE  
WITHIN THE CONTINENTAL UNITED STATES, EXCLUDING ALASKA

SECTION 1 - TRANSPORTATION RATES

METHOD OF COMPUTING ALLOWANCES: The amount to be paid to the employee for transportation of his household goods (including any costs for packing, crating, or related services) is computed by multiplying the number of hundreds of pounds shipped (as shown on original bills of lading or other evidence of weight shipped) by the applicable rate per hundred pounds for the distance shipped, as shown in the appropriate table of this section. The distance shall be determined in accordance with household goods mileage guides filed with the Interstate Commerce Commission. If the rate is not shown in the table for the exact mileage, the rate shown for the next greater distance shall apply. If the weight transported is less than the lowest minimum weight provided in the commercial carrier's applicable rate table, the reimbursement shall be based on the lowest minimum weight provided in the carrier's rate table instead of the actual weight transported.

TABLE 1

The following commuted rates per 100 pounds apply to transportation of household goods for 500 miles or less originating in:

The States of DELAWARE, IOWA, MAINE, MICHIGAN, NEBRASKA, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, OHIO, PENNSYLVANIA, and VERMONT, except as provided in table 2 and/or table 4.

ILLINOIS: Peoria and all points in the counties of Adams, Boone, Brown, Bureau, Calhoun, Cass, Champaign, Christian, Clinton, De Kalb, De Witt, Douglas, Edgar, Ford, Fulton, Greene, Hancock, Henry, Iroquois, Jersey, Jo Daviess, Knox, Livingston, Logan, McDonough, McLean, Macon, Macoupin, Mason, Menard, Mercer, Montgomery, Morgan, Ogle, Peoria, Piatt, Pike, Putnam, Rock Island, Sangamon, Schuyler, Scott, Stark, Stephenson, Tazewell, Vermilion, Warren, Whiteside, Winnebago, and Woodford, except as provided in table 4.

INDIANA: Indianapolis and all points in the counties of Adams, Allen, Cass, Dearborn, De Kalb, Elkhart, Franklin, Fulton, Grant, Hamilton, Howard, Huntington, Johnson, Lagrange, La Porte, Marion, Marshall, Miami, Noble, Ohio, Porter, Pulaski, St. Joseph, Starke, Steuben, Switzerland, Wabash, Wells, and Whiteley, except as provided in table 4.

(Effective: January 3, 1974)

TABLE 1 (continued)

KANSAS: All points in the counties of Johnson, Leavenworth, and Wyandotte.

KENTUCKY: All points in the counties of Boone, Campbell, and Kenton, except as provided in table 4.

MARYLAND: Baltimore and all points in the counties of Allegheny, Anne Arundel, Baltimore, Caroline, Carroll, Cecil, Dorchester, Frederick, Garrett, Harford, Howard, Kent, Queen Annes, Somerset, Talbot, Washington, Wicomico, and Worcester, except as provided in table 4.

MINNESOTA: Minneapolis and St. Paul and all points in the counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington, and Wright, except as provided in table 4.

MISSOURI: All points in the counties of Boone, Callaway, Cass, Clark, Clay, Cole, Cooper, Howard, Jackson, Lewis, Marion, Moniteau, Platte, and Randolph, except as provided in table 4.

WISCONSIN: All points in the counties of Kenosha, Milwaukee, Ozaukee, Pierce, Polk, Racine, St. Croix, Sheboygan, Washington, and Waukesha, except as provided in table 4.

When the transportation originates in the foregoing area and the distance exceeds 500 miles, the rates in table 3 will apply.

(a) Miles	(b) 999 Lbs. or Less 1/	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs. 2/	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs. 2/	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs. 2/	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs. 3/
15	\$17.10	747	\$12.77	1717	\$10.96	3581	\$9.81	7103	\$8.71
20	\$17.37	751	\$13.04	1706	\$11.12	3569	\$9.92	7115	\$8.82
30	\$17.75	751	\$13.32	1703	\$11.34	3538	\$10.03	7211	\$9.04
40	\$18.03	751	\$13.54	1701	\$11.51	3563	\$10.25	7142	\$9.15
50	\$18.36	753	\$13.81	1683	\$11.62	3567	\$10.36	7151	\$9.26
60	\$18.63	750	\$13.97	1680	\$11.73	3588	\$10.52	7126	\$9.37
70	\$18.95	747	\$14.08	1689	\$11.89	3560	\$10.58	7169	\$9.48
80	\$19.18	743	\$14.25	1685	\$12.00	3564	\$10.69	7132	\$9.53
90	\$19.40	743	\$14.41	1681	\$12.11	3548	\$10.74	7181	\$9.64
100	\$19.62	741	\$14.52	1684	\$12.22	3552	\$10.85	7153	\$9.70
110	\$19.89	742	\$14.74	1673	\$12.33	3556	\$10.96	7161	\$9.81
120	\$20.11	739	\$14.85	1676	\$12.44	3560	\$11.07	7169	\$9.92
130	\$20.33	739	\$15.01	1679	\$12.60	3550	\$11.18	7135	\$9.97
140	\$20.66	732	\$15.12	1682	\$12.71	3554	\$11.29	7143	\$10.08
150	\$20.82	735	\$15.29	1677	\$12.82	3557	\$11.40	7116	\$10.14
160	\$20.99	737	\$15.45	1674	\$12.93	3561	\$11.51	7083	\$10.19
170	\$21.15	739	\$15.62	1670	\$13.04	3547	\$11.56	7094	\$10.25
180	\$21.37	737	\$15.73	1672	\$13.15	3535	\$11.62	7092	\$10.30
190	\$21.54	738	\$15.89	1677	\$13.32	3505	\$11.67	7102	\$10.36
200	\$21.70	741	\$16.06	1673	\$13.43	3494	\$11.73	7141	\$10.47

(Effective: February 2, 1974)

TABLE 1 (continued)

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)
Miles	999 Lbs. or Less 1/	Break Point (Lbs.)	1,000- 1,999 Lbs. 2/	Break Point (Lbs.)	2,000- 3,999 Lbs. 2/	Break Point (Lbs.)	4,000- 7,999 Lbs. 2/	Break Point (Lbs.)	8,000- 11,000 Lbs. 3/
220	\$22.03	742	\$16.33	1665	\$13.59	3500	\$11.89	7153	\$10.63
240	\$22.36	741	\$16.55	1662	\$13.75	3477	\$11.95	7231	\$10.80
260	\$22.69	742	\$16.82	1656	\$13.92	3466	\$12.06	7231	\$10.90
280	\$23.02	741	\$17.04	1660	\$14.14	3426	\$12.11	7313	\$11.07
300	\$23.40	738	\$17.26	1658	\$14.30	3419	\$12.22	7320	\$11.18
320	\$23.78	743	\$17.65	1640	\$14.47	3409	\$12.33	7358	\$11.34
340	\$24.22	738	\$17.86	1639	\$14.63	3402	\$12.44	7435	\$11.56
360	\$24.77	730	\$18.08	1643	\$14.85	3394	\$12.60	7448	\$11.73
380	\$25.21	729	\$18.36	1636	\$15.01	3404	\$12.77	7449	\$11.89
400	\$25.59	727	\$18.58	1635	\$15.18	3408	\$12.93	7425	\$12.00
420	\$26.03	725	\$18.85	1623	\$15.29	3412	\$13.04	7497	\$12.22
440	\$26.47	725	\$19.18	1606	\$15.40	3416	\$13.15	7502	\$12.33
460	\$26.85	725	\$19.45	1595	\$15.51	3436	\$13.32	7472	\$12.44
480	\$27.24	723	\$19.67	1589	\$15.62	3440	\$13.43	7506	\$12.60
500	\$27.67	719	\$19.89	1582	\$15.73	3456	\$13.59	7482	\$12.71

Note: The tariffs approved by the Interstate Commerce Commission include minimum weight provisions to insure that, in instances where the charges computed in one weight bracket exceed those computed for the same mileage in the next higher bracket, the lower rate is used. The breakpoint columns are designed as a convenience in determining the proper amount of reimbursement in such instances, as explained in the following footnotes:

- 1/ The rate per 100 pounds applicable for the transportation of 999 pounds or less, for the applicable mileage, column (a), is that shown in column (b) unless the weight equals or exceeds the number of pounds shown in column (c) for the applicable mileage; in the latter case, the applicable rate is that shown in column (d) for the same mileage, and the applicable weight is the minimum hundredweight of that column, instead of the actual weight of the goods transported. For example, if a shipment weighing 742 pounds is moved for a distance of 80 miles, the applicable rate is \$19.18 per hundred pounds, and the total applicable allowance is \$142.32. If a shipment weighing 743 pounds is moved the same distance, the applicable rate is \$14.25 per hundred pounds, and the total applicable allowance is \$142.50, based on a minimum weight of 1,000 pounds.
- 2/ In the case of transportation of shipments weighing 1,000 to 1,999 pounds; 2,000 to 3,999 pounds; or 4,000 to 7,999 pounds, the amount of reimbursement is computed by using columns (d), (e), and (f); (f), (g), and (h); or (h), (i), and (j) in the same manner as described for columns (b), (c), and (d).
- 3/ In the case of transportation of shipments weighing 8,000 to 11,000 pounds, the amount of reimbursement is the product of the applicable rate in column (j) for the applicable mileage, multiplied by the number of hundredweight transported. For example, if a shipment weighing 9,500 pounds is moved a distance of 200 miles, the applicable rate is \$10.47 per hundred pounds, and the total applicable allowance is \$994.65.

(Effective: February 2, 1974)

TABLE 2

The following commuted rates per 100 pounds apply to transportation of household goods from the points of origin to the points of destination shown below, EXCEPT as provided in table 4.

FROM	TO
<u>CONNECTICUT</u> : All points within the State.	Any point in the United States where the distance is 500 miles or less, EXCEPT as provided in table 4.
<u>DELAWARE</u> : All points in New Castle County.	
<u>ILLINOIS</u> : All points in the counties of Carroll, Madison, Monroe, and St. Clair.	
<u>IOWA</u> : All points in Clinton and Jackson counties.	
<u>MASSACHUSETTS</u> : All points within the State.	
<u>MINNESOTA</u> : Duluth and all points in the counties of Carlton, Lake, and St. Louis.	
<u>MISSOURI</u> : St. Louis and all points in the counties of Jefferson, St. Charles, and St. Louis.	
<u>NEW JERSEY</u> : All points in the counties of Atlantic, Cape May, Cumberland, Ocean, and Salem.	
<u>OHIO</u> : All points in the counties of Jefferson, Lucas, and Wood.	
<u>PENNSYLVANIA</u> : All points in Greene County.	
<u>RHODE ISLAND</u> : All points within the State.	
<u>WISCONSIN</u> : Superior and all points in Douglas County.	

(Effective: January 3, 1974)

TABLE 2 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000- Lbs.
15	\$19.45	724	\$14.08	1714	\$12.06	3510	\$10.58	7002	\$9.26
20	\$19.62	727	\$14.25	1709	\$12.17	3514	\$10.69	7013	\$9.37
30	\$19.89	728	\$14.47	1705	\$12.33	3520	\$10.85	7027	\$9.53
40	\$20.06	730	\$14.63	1701	\$12.44	3525	\$10.96	7037	\$9.64
50	\$20.22	735	\$14.85	1691	\$12.55	3529	\$11.07	7047	\$9.75
60	\$20.44	735	\$15.01	1687	\$12.66	3533	\$11.18	7056	\$9.86
70	\$20.60	734	\$15.12	1682	\$12.71	3535	\$11.23	7067	\$9.92
80	\$20.77	739	\$15.34	1672	\$12.82	3523	\$11.29	7065	\$9.97
90	\$20.88	740	\$15.45	1668	\$12.88	3522	\$11.34	7076	\$10.03
100	\$20.99	745	\$15.62	1656	\$12.93	3527	\$11.40	7074	\$10.08
110	\$21.15	744	\$15.73	1658	\$13.04	3531	\$11.51	7083	\$10.19
120	\$21.26	743	\$15.78	1661	\$13.10	3530	\$11.56	7094	\$10.25
130	\$21.43	740	\$15.84	1668	\$13.21	3519	\$11.62	7133	\$10.36
140	\$21.59	739	\$15.95	1671	\$13.32	3505	\$11.67	7178	\$10.47
150	\$21.70	738	\$16.00	1679	\$13.43	3494	\$11.73	7216	\$10.58
160	\$21.92	738	\$16.17	1675	\$13.54	3513	\$11.89	7153	\$10.63
170	\$22.03	737	\$16.22	1676	\$13.59	3518	\$11.95	7157	\$10.69
180	\$22.19	734	\$16.28	1676	\$13.64	3520	\$12.00	7160	\$10.74
190	\$22.30	733	\$16.33	1678	\$13.70	3522	\$12.06	7165	\$10.80
200	\$22.41	731	\$16.33	1679	\$13.75	3523	\$12.11	7168	\$10.85
220	\$22.58	733	\$16.55	1675	\$13.86	3513	\$12.17	7205	\$10.96
240	\$22.74	738	\$16.77	1667	\$13.97	3514	\$12.27	7179	\$11.01
260	\$22.96	738	\$16.93	1664	\$14.08	3518	\$12.38	7154	\$11.07
280	\$23.13	740	\$17.10	1660	\$14.19	3507	\$12.44	7152	\$11.12
300	\$23.45	737	\$17.26	1658	\$14.30	3511	\$12.55	7127	\$11.18
320	\$23.84	738	\$17.59	1646	\$14.47	3500	\$12.66	7166	\$11.34
340	\$24.28	736	\$17.86	1639	\$14.63	3476	\$12.71	7277	\$11.56
360	\$24.77	730	\$18.08	1643	\$14.85	3454	\$12.82	7320	\$11.73
380	\$25.21	729	\$18.36	1636	\$15.01	3433	\$12.88	7386	\$11.89
400	\$25.59	727	\$18.58	1635	\$15.18	3408	\$12.93	7425	\$12.00
420	\$26.03	725	\$18.85	1623	\$15.29	3412	\$13.04	7497	\$12.22
440	\$26.41	727	\$19.18	1606	\$15.40	3416	\$13.15	7502	\$12.33
460	\$26.85	725	\$19.45	1595	\$15.51	3436	\$13.32	7472	\$12.44
480	\$27.18	724	\$19.67	1589	\$15.62	3440	\$13.43	7506	\$12.60
500	\$27.67	719	\$19.89	1582	\$15.73	3456	\$13.59	7482	\$12.71

Notes: (1) For distances over 500 miles, the rates in table 3 apply.

(2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

(Effective: February 2, 1974)

TABLE 3

The following commuted rates per 100 pounds apply to the transportation of household goods to and from all points in the conterminous United States, EXCEPT where rates contained in tables 1, 2, and 4 are specifically applicable.

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
15	\$13.10	778	\$10.19	1743	\$8.88	3775	\$8.38	6903	\$7.23
20	\$13.54	774	\$10.47	1739	\$9.10	3732	\$8.49	6917	\$7.34
30	\$14.03	766	\$10.74	1736	\$9.32	3691	\$8.60	6987	\$7.51
40	\$14.52	759	\$11.01	1732	\$9.53	3656	\$8.71	7045	\$7.67
50	\$15.01	753	\$11.29	1728	\$9.75	3619	\$8.82	7057	\$7.78
60	\$15.45	749	\$11.56	1725	\$9.97	3627	\$9.04	7036	\$7.95
70	\$15.95	746	\$11.89	1706	\$10.14	3610	\$9.15	7091	\$8.11
80	\$16.44	744	\$12.22	1696	\$10.36	3599	\$9.32	7099	\$8.27
90	\$16.93	738	\$12.49	1695	\$10.58	3566	\$9.43	7161	\$8.44
100	\$17.26	740	\$12.77	1683	\$10.74	3550	\$9.53	7220	\$8.60
110	\$17.81	736	\$13.10	1674	\$10.96	3519	\$9.64	7229	\$8.71
120	\$18.14	741	\$13.43	1656	\$11.12	3508	\$9.75	7237	\$8.82
130	\$18.52	740	\$13.70	1665	\$11.40	3460	\$9.86	7246	\$8.93
140	\$18.85	742	\$13.97	1664	\$11.62	3433	\$9.97	7302	\$9.10
150	\$19.29	739	\$14.25	1647	\$11.73	3438	\$10.08	7262	\$9.15
160	\$19.67	739	\$14.52	1647	\$11.95	3431	\$10.25	7275	\$9.32
170	\$20.06	733	\$14.80	1637	\$12.11	3422	\$10.36	7282	\$9.43
180	\$20.49	733	\$15.01	1629	\$12.22	3464	\$10.58	7252	\$9.59
190	\$20.88	733	\$15.29	1620	\$12.38	3454	\$10.69	7260	\$9.70
200	\$21.21	732	\$15.51	1611	\$12.49	3459	\$10.80	7267	\$9.81
220	\$21.65	729	\$15.78	1619	\$12.77	3434	\$10.96	7278	\$9.97
240	\$22.14	726	\$16.06	1618	\$12.99	3425	\$11.12	7295	\$10.14
260	\$22.52	728	\$16.38	1627	\$13.32	3391	\$11.29	7299	\$10.30
280	\$22.96	726	\$16.66	1626	\$13.54	3383	\$11.45	7351	\$10.52
300	\$23.34	726	\$16.93	1625	\$13.75	3381	\$11.62	7319	\$10.63
320	\$23.84	724	\$17.26	1619	\$13.97	3405	\$11.89	7334	\$10.90
340	\$24.22	729	\$17.65	1615	\$14.25	3386	\$12.06	7344	\$11.07
360	\$24.71	728	\$17.97	1611	\$14.47	3392	\$12.27	7362	\$11.29
380	\$25.10	730	\$18.30	1611	\$14.74	3376	\$12.44	7364	\$11.45
400	\$25.48	730	\$18.58	1605	\$14.91	3397	\$12.66	7375	\$11.67
420	\$25.87	729	\$18.85	1599	\$15.07	3419	\$12.88	7423	\$11.95
440	\$26.36	728	\$19.18	1583	\$15.18	3423	\$12.99	7459	\$12.11
460	\$26.80	724	\$19.40	1582	\$15.34	3429	\$13.15	7502	\$12.33
480	\$27.18	722	\$19.62	1582	\$15.51	3449	\$13.37	7474	\$12.49
500	\$27.67	719	\$19.89	1582	\$15.73	3456	\$13.59	7482	\$12.71
520	\$28.00	719	\$20.11	1587	\$15.95	3464	\$13.81	7462	\$12.88
540	\$28.33	718	\$20.33	1596	\$16.22	3460	\$14.03	7407	\$12.99
560	\$28.66	719	\$20.60	1591	\$16.38	3466	\$14.19	7386	\$13.10
580	\$28.99	717	\$20.77	1594	\$16.55	3471	\$14.36	7360	\$13.21
600	\$29.32	716	\$20.99	1598	\$16.77	3464	\$14.52	7400	\$13.43

(Effective: February 2, 1974)

TABLE 3 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000 11,000 Lbs.
620	\$29.54	716	\$21.15	1601	\$16.93	3483	\$14.74	7436	\$13.70
640	\$29.81	717	\$21.37	1601	\$17.10	3488	\$14.91	7410	\$13.81
660	\$30.03	718	\$21.54	1603	\$17.26	3493	\$15.07	7390	\$13.92
680	\$30.25	718	\$21.70	1607	\$17.43	3496	\$15.23	7370	\$14.03
700	\$30.52	720	\$21.97	1607	\$17.65	3491	\$15.40	7403	\$14.25
725	\$30.80	721	\$22.19	1606	\$17.81	3495	\$15.56	7409	\$14.41
750	\$31.02	723	\$22.41	1610	\$18.03	3490	\$15.73	7441	\$14.63
775	\$31.29	724	\$22.63	1608	\$18.19	3508	\$15.95	7449	\$14.85
800	\$31.51	726	\$22.85	1612	\$18.41	3514	\$16.17	7427	\$15.01
825	\$31.67	729	\$23.07	1616	\$18.63	3517	\$16.38	7439	\$15.23
850	\$31.89	731	\$23.29	1624	\$18.91	3512	\$16.60	7393	\$15.34
875	\$32.06	732	\$23.45	1641	\$19.23	3512	\$16.88	7351	\$15.51
900	\$32.28	732	\$23.62	1652	\$19.51	3506	\$17.10	7360	\$15.73
925	\$32.44	735	\$23.84	1656	\$19.73	3522	\$17.37	7319	\$15.89
950	\$32.61	736	\$24.00	1663	\$19.95	3549	\$17.70	7232	\$16.00
975	\$32.77	738	\$24.17	1674	\$20.22	3555	\$17.97	7199	\$16.17
1000	\$32.93	739	\$24.33	1685	\$20.49	3552	\$18.19	7182	\$16.33
1050	\$33.43	745	\$24.88	1692	\$21.04	3542	\$18.63	7223	\$16.82
1100	\$33.92	747	\$25.32	1702	\$21.54	3551	\$19.12	7176	\$17.15
1150	\$34.41	747	\$25.70	1719	\$22.08	3544	\$19.56	7150	\$17.48
1200	\$34.91	751	\$26.19	1720	\$22.52	3544	\$19.95	7186	\$17.92
1250	\$35.40	753	\$26.63	1729	\$23.02	3552	\$20.44	7163	\$18.30
1300	\$35.84	757	\$27.13	1734	\$23.51	3543	\$20.82	7182	\$18.69
1350	\$36.39	761	\$27.67	1732	\$23.95	3543	\$21.21	7193	\$19.07
1400	\$36.88	763	\$28.11	1744	\$24.50	3543	\$21.70	7153	\$19.40
1450	\$37.32	767	\$28.61	1755	\$25.10	3546	\$22.25	7134	\$19.84
1500	\$37.76	771	\$29.10	1759	\$25.59	3547	\$22.69	7112	\$20.17
1550	\$38.09	773	\$29.43	1777	\$26.14	3540	\$23.13	7125	\$20.60
1600	\$38.36	775	\$29.70	1786	\$26.52	3554	\$23.56	7128	\$20.99
1650	\$38.63	778	\$30.03	1796	\$26.96	3561	\$24.00	7124	\$21.37
1700	\$38.85	780	\$30.30	1805	\$27.34	3569	\$24.39	7138	\$21.76
1750	\$39.18	784	\$30.69	1815	\$27.84	3575	\$24.88	7136	\$22.19
1800	\$39.40	786	\$30.96	1823	\$28.22	3581	\$25.26	7152	\$22.58
1850	\$39.67	788	\$31.24	1828	\$28.55	3601	\$25.70	7182	\$23.07
1900	\$39.95	790	\$31.56	1827	\$28.82	3635	\$26.19	7197	\$23.56
1950	\$40.22	793	\$31.89	1832	\$29.21	3647	\$26.63	7228	\$24.06
2000	\$40.55	795	\$32.22	1830	\$29.48	3659	\$26.96	7271	\$24.50
2050	\$40.83	796	\$32.50	1835	\$29.81	3662	\$27.29	7326	\$24.99
2100	\$41.10	798	\$32.77	1836	\$30.08	3680	\$27.67	7353	\$25.43
2150	\$41.37	801	\$33.10	1838	\$30.41	3677	\$27.95	7356	\$25.70

(Effective: February 2, 1974)

TABLE 3 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
2200	\$41.65	803	\$33.43	1840	\$30.74	3680	\$28.28	7347	\$25.97
2250	\$41.98	805	\$33.76	1838	\$31.02	3682	\$28.55	7370	\$26.30
2300	\$42.31	805	\$34.03	1843	\$31.35	3678	\$28.82	7379	\$26.58
2350	\$42.58	806	\$34.30	1844	\$31.62	3688	\$29.15	7369	\$26.85
2400	\$42.85	808	\$34.58	1848	\$31.95	3685	\$29.43	7359	\$27.07
2450	\$43.07	811	\$34.91	1846	\$32.22	3688	\$29.70	7365	\$27.34
2500	\$43.35	813	\$35.24	1845	\$32.50	3690	\$29.98	7371	\$27.62
2550	\$43.57	816	\$35.51	1843	\$32.72	3691	\$30.19	7378	\$27.84
2600	\$43.78	818	\$35.78	1845	\$32.99	3695	\$30.47	7368	\$28.06
2650	\$44.00	821	\$36.11	1843	\$33.26	3697	\$30.74	7360	\$28.28
2700	\$44.17	824	\$36.39	1841	\$33.48	3699	\$30.96	7365	\$28.50
2750	\$44.33	825	\$36.55	1845	\$33.70	3701	\$31.18	7367	\$28.71
2800	\$44.50	826	\$36.72	1848	\$33.92	3703	\$31.40	7386	\$28.99
2850	\$44.72	825	\$36.88	1849	\$34.09	3711	\$31.62	7391	\$29.21
2900	\$44.83	826	\$36.99	1852	\$34.25	3719	\$31.84	7380	\$29.37
2950	\$44.99	826	\$37.15	1856	\$34.47	3721	\$32.06	7384	\$29.59
3000	\$45.15	827	\$37.32	1860	\$34.69	3723	\$32.28	7376	\$29.76
3050	\$45.37	829	\$37.59	1858	\$34.91	3724	\$32.50	7380	\$29.98
3100	\$45.59	830	\$37.81	1859	\$35.13	3726	\$32.72	7382	\$30.19
3150	\$45.81	831	\$38.03	1862	\$35.40	3728	\$32.99	7389	\$30.47
3200	\$46.09	830	\$38.25	1863	\$35.62	3735	\$33.26	7382	\$30.69
3250	\$46.31	831	\$38.47	1864	\$35.84	3737	\$33.48	7372	\$30.85
3300	\$46.52	832	\$38.69	1867	\$36.11	3734	\$33.70	7376	\$31.07
3350	\$46.74	834	\$38.96	1865	\$36.33	3735	\$33.92	7380	\$31.29
3400	\$46.91	836	\$39.18	1864	\$36.50	3742	\$34.14	7384	\$31.51
3450	\$47.07	836	\$39.35	1867	\$36.72	3743	\$34.36	7388	\$31.73
3500	\$47.24	837	\$39.51	1870	\$36.93	3746	\$34.58	7392	\$31.95
3600	\$47.40	837	\$39.67	1868	\$37.04	3764	\$34.85	7372	\$32.11
3700	\$47.57	838	\$39.84	1868	\$37.21	3765	\$35.02	7375	\$32.28
3800	\$47.62	839	\$39.95	1869	\$37.32	3766	\$35.13	7377	\$32.39

Note: The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

(Effective: February 2, 1974)

TABLE 4 (continued)

(a) Miles	(b) 999 Lbs. or Less	(c) Break Point (Lbs.)	(d) 1,000- 1,999 Lbs.	(e) Break Point (Lbs.)	(f) 2,000- 3,999 Lbs.	(g) Break Point (Lbs.)	(h) 4,000- 7,999 Lbs.	(i) Break Point (Lbs.)	(j) 8,000- 11,000 Lbs.
15	\$21.26	720	\$15.29	1677	\$12.82	3470	\$11.12	6979	\$9.70
20	\$21.54	715	\$15.40	1680	\$12.93	3459	\$11.18	7020	\$9.81
30	\$21.86	712	\$15.56	1684	\$13.10	3448	\$11.29	7030	\$9.92
40	\$22.14	711	\$15.73	1680	\$13.21	3452	\$11.40	7039	\$10.03
50	\$22.36	711	\$15.89	1683	\$13.37	3444	\$11.51	7048	\$10.14
60	\$22.58	712	\$16.06	1679	\$13.48	3449	\$11.62	7057	\$10.25
70	\$22.74	716	\$16.28	1670	\$13.59	3435	\$11.67	7102	\$10.36
80	\$22.96	714	\$16.38	1673	\$13.70	3440	\$11.78	7145	\$10.52
90	\$23.13	713	\$16.49	1675	\$13.81	3444	\$11.89	7153	\$10.63
100	\$23.34	712	\$16.60	1670	\$13.86	3464	\$12.00	7127	\$10.69
110	\$23.51	714	\$16.77	1667	\$13.97	3468	\$12.11	7135	\$10.80
120	\$23.73	712	\$16.88	1669	\$14.08	3472	\$12.22	7136	\$10.90
130	\$23.89	712	\$16.99	1665	\$14.14	3503	\$12.38	7115	\$11.01
140	\$24.06	711	\$17.10	1673	\$14.30	3494	\$12.49	7123	\$11.12
150	\$24.22	711	\$17.21	1675	\$14.41	3515	\$12.66	7065	\$11.18
160	\$24.44	709	\$17.32	1677	\$14.52	3518	\$12.77	7073	\$11.29
170	\$24.60	711	\$17.48	1674	\$14.63	3506	\$12.82	7077	\$11.34
180	\$24.82	712	\$17.65	1671	\$14.74	3496	\$12.88	7112	\$11.45
190	\$24.99	711	\$17.75	1674	\$14.85	3483	\$12.93	7122	\$11.51
200	\$25.15	711	\$17.86	1670	\$14.91	3485	\$12.99	7120	\$11.56
220	\$25.37	709	\$17.97	1671	\$15.01	3476	\$13.04	7129	\$11.62
240	\$25.59	709	\$18.14	1668	\$15.12	3466	\$13.10	7127	\$11.67
260	\$25.76	713	\$18.36	1654	\$15.18	3466	\$13.15	7137	\$11.73
280	\$25.97	714	\$18.52	1652	\$15.29	3456	\$13.21	7134	\$11.78
300	\$26.25	710	\$18.63	1647	\$15.34	3445	\$13.21	7134	\$11.78
320	\$26.41	712	\$18.80	1639	\$15.40	3460	\$13.32	7142	\$11.89
340	\$26.58	716	\$19.02	1625	\$15.45	3462	\$13.37	7151	\$11.95
360	\$26.74	718	\$19.18	1618	\$15.51	3449	\$13.37	7181	\$12.00
380	\$26.91	717	\$19.29	1614	\$15.56	3453	\$13.43	7184	\$12.06
400	\$27.02	718	\$19.40	1605	\$15.56	3453	\$13.43	7214	\$12.11
420	\$27.18	718	\$19.51	1602	\$15.62	3452	\$13.48	7282	\$12.27
440	\$27.34	718	\$19.62	1598	\$15.67	3457	\$13.54	7351	\$12.44
460	\$27.45	719	\$19.73	1589	\$15.67	3457	\$13.54	7445	\$12.60
480	\$27.62	719	\$19.84	1586	\$15.73	3456	\$13.59	7482	\$12.71
500	\$27.67	719	\$19.89	1582	\$15.73	3456	\$13.59	7547	\$12.82

Notes: (1) For distances over 500 miles, the rates in table 3 apply.

(2) The foregoing breakpoint columns are to be used in the same manner as explained in the note in table 1.

(Effective: February 2, 1974)

ADDITIONAL ALLOWANCES

FERRY AND BRIDGE SERVICE: To the amount of reimbursement computed from table 1, 2, 3, or 4, whichever applies, add the following applicable amount per hundred pounds for shipments by common carrier via the points listed below, subject to a minimum weight allowance of 500 pounds (except as shown below for shipments to or from Martha's Vineyard and Nantucket Island, Massachusetts; and shipments to or from Fishers Island, New York).

<u>CALIFORNIA</u> :	San Diego - Coronado	\$0.25
<u>FLORIDA</u> :	To or from Key Biscayne	0.15
<u>MASSACHUSETTS</u> :		
	To or from Martha's Vineyard (3,000 lbs. minimum)	3.50
	To or from Nantucket Island (3,000 lbs. minimum)	5.50
<u>MICHIGAN</u> :	Mackinaw City - St. Ignace	0.35
<u>NEW YORK</u> :	To or from Fishers Island (1,000 lbs. minimum)	5.00
<u>OREGON</u> :	Astoria - Megler, Washington	0.35
<u>VIRGINIA</u> :	Virginia Beach - Norfolk, Virginia - Cape Charles, Virginia (Includes transportation via bridge and tunnel)	0.35
<u>WASHINGTON</u> :		
	Anacortes - San Juan Islands	1.00
	Columbia Beach - Mukilteo	0.55
	Edmonds - Kingston	0.55
	Fauntleroy - Vashon-Harper	0.55
	Keystone - Port Townsend	0.55
	Megler - Astoria, Oregon	0.35
	Seattle - Bremerton	0.75
	Seattle - Winslow	0.55
	Tacoma - Vashon Island	0.55

Note: For shipment by common carrier having its origin or destination on any other island of one of the coastal States, excluding Alaska, that can be reached by motor carrier transportation only by use of ferry or ship, the allowance shall be the carrier's charge for such transportation service, as published in the applicable tariff approved by the Interstate Commerce Commission or other appropriate regulatory body.

(Effective: January 3, 1974)



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 12, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) SUMMARY ANALYSIS OF EXECUTIVE MANAGEMENT  
SYMPOSIUMS

SAC Memorandum 42-73 dated 10/3/73 advised of eight management symposiums to be held between 10/29/73 and 1/14/74 at various locations throughout the country. The training curriculum for these sessions was developed in cooperation with the Police Foundation, Bureau personnel from the Training Division and professional consultants from the private sector. I feel very strongly based on my own participation in these sessions and from information that has been provided me, both informally and formally from the participants, that this program was highly successful.

I have recently received a summary analysis of these sessions from the outside professional consultants; Larry Kirkhart, Ph. D., Department of Political Science, Louisiana State University in New Orleans, and Richard B. Ross, Ross and Associates, Redondo Beach, California. For those of you not in attendance at the symposiums, it is important for you to know the program was basically identified as a training session in organizational change. The participants were introduced to the concept of organizational change after which the program focused on the FBI's organization. Techniques were employed by the consultants to assess the Bureau's organization/environment relations. These included questionnaires and the dividing of the participants into small groups representing a cross section of the Bureau to identify those areas they felt were the most important areas for improvement. I think it is important that all of you be aware of their findings, based on the input from all participants, and what steps have been implemented or will be implemented to address those areas of concern mentioned in their findings. Naturally, I cannot provide detailed information on all facets of their findings, but I will address those considered the most important.

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1. Conformity - degree of feeling towards existing rules and regulations to which employees must conform.

Evaluation: Slight decrease in conformity requirements would enhance performance. The actual (what is) and ideal (what should be) scores (based on a 10 point rating scale) were strikingly high. This seems to reflect a recognition that, given the Bureau's purposes, considerable conformity is necessary.

2. Standards - degree of emphasis placed on quality performance, high productivity and challenging goals.

Evaluation: Bureau is functioning at a high level but it could operate at an even higher level. Both scores are quite high, actual and ideal, which implies actual and desired level of performance are exceptionally rigorous.

3. Organizational Clarity - well defined structure with clear goals and operational priorities.

Evaluation: Organization has a moderately high level of clarity, however, a very high level of clarity would allow it to be even more effective.

4. Warmth and Support - extent to which work relationships are based on trust and mutual support.

Evaluation: An exceptionally high level of warmth and support exists and a slight increase in this area would help stimulate more effective performance. Both scores (actual and ideal) are extraordinarily high.

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5. Leadership - the extent that the organization is staffed with leaders of demonstrated expertise and the extent to which leadership is shared as opposed to being confined in a few individuals.

Evaluation: Extent of leadership based on expertise and extent to which it is shared among many people is rather high, however, a strong desire exists for additional improvements in these areas.

6. Relationship Between the Field and Headquarters - degree to which there is a mutual supportive relationship between Headquarters and the Field and this relationship is well defined.

Evaluation: Relationship has been effective in accomplishing mission of organization, however, broader dissemination of information from Headquarters, improved flow of opinions and suggestions from the field and clearly defined role of SAC and ASAC would improve this relationship.

7. Manpower Utilization and Development - degree to which manpower resources are most effectively utilized and properly trained for their assignments.

Evaluation: An enhanced leadership development and training program and a more explicit career path for investigative personnel would be beneficial to the effectiveness and efficiency of the organization. This also includes the area of promotion and transfer policies.

3/12/74

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I have previously instructed the Office of Planning and Evaluation (OPE) to conduct studies in many areas of the Bureau's operations. It is encouraging to note the Bureau has already addressed itself to almost every area mentioned in the symposium analysis. In some areas, I have already initiated action. As you know there has been a recent review and change in our transfer policies. The Role and Responsibilities of SACs and ASACs is a major study and certain facets of this study have been resolved and will be implemented in the immediate future. The Career Development Program is another major study and the career path for investigative personnel is being clearly delineated showing opportunities, selection and promotion criteria and training enhancements. This information will be disseminated to you in the near future. I request that you refer to the memorandum to all offices dated 11/28/73, captioned, Office of Planning and Evaluation, Current Studies, which clearly describes other studies currently underway by OPE. You have recently participated in the answering of a probative questionnaire. This will be used to further identify those areas of concern to which the Bureau must direct its attention. I intend to follow through in all these areas to improve the Bureau's over-all stature, effectiveness and efficiency.

Organizational change and improvement does take time. The Bureau is moving in the right direction. The evaluations from the private consultants indicate we can be justifiably proud of our organization. We are, as they point out, very self-demanding and so we are looking for ways to improve. I solicit your continued participation and support.

(Security pages attached)

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(B) TOP ECHELON CRIMINAL INFORMANT PROGRAM (TECIP) --  
The keystone of an effective organized crime program is a continuous, well-planned, and aggressive TECIP. The Bureau has heavy responsibilities in the organized crime field which cannot be adequately discharged without strategically placed informants in all elements of organized crime. The FBI has recorded significant achievements in the organized crime field. It is your responsibility to make certain that this momentum continues. This can best be achieved through a revitalized TECIP.

Your program should be specifically aimed at broadening coverage of the racketeering element in your territory. All controlling organized criminal groups in your territory should be targeted for attention.

You are also reminded of the need to expand your coverage of narcotics trafficking. Continue to debrief your informants and, where appropriate, provide them with direction to obtain narcotics data which can be disseminated to those agencies having the primary investigative jurisdiction. Your progress in this area will be closely followed.

It is expected that under your leadership the TECIP will produce the results this program was designed to develop.

3/12/74

MEMORANDUM 13-74

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(C) UNNECESSARY FILING OF COPIES OF SECURITY REPORTS --  
During the course of a recent inspection of a field office, it was found that in many cases where reports were prepared and submitted concerning a subversive organization, copies of this report were placed in the main file of subjects who were active in the organization and whose names appeared in the organizational report. Conversely, when reports were prepared on individual members of the subversive organization, a copy of the reports was placed in the main file of the subversive organization.

The above procedure results in a waste of paper, filing space and clerical time. Except in extremely unusual circumstances, nothing of value is gained and it serves no useful purpose. Insure that this is brought to the attention of all investigative personnel involved in preparing security reports so that the above undesirable practice will not be used in the future.

Clarence M. Kelley  
Director

3/12/74  
MEMORANDUM 13-74

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## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

April 30, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) ~~WHITE COLLAR CRIME MATTERS~~ -- As you are aware, the field supervisors who handle White Collar Crime investigations recently participated in Seminars held at FBIHQ and the FBI Academy. I had the pleasure of meeting each SAC, ASAC and field supervisor who attended these important training sessions.

At that time, I reiterated to these men my desire that the FBI not only continue its leadership in investigations of fraud and corruption but that we strengthen our efforts in this area of crime. I pointed out that while approximately 12% of our investigative efforts are now spent on White Collar Crime matters, in the near future this figure may increase substantially in view of the extreme importance of the White Collar Crime problem to the nation. In that regard, it may well be that Special Agent manpower will have to be diverted from other areas to White Collar Crime investigations.

I realize that different field offices have different individual problems and the designation by FBIHQ of a specific number of Special Agents in each field office to work on such cases is not practical or useful. However, I do believe the reputation of the FBI in the future will, in large measure, be dependent upon the success we achieve in the identification, investigation and prosecution of offenders in these cases. Therefore, I would like to call the attention of each SAC, ASAC and Special Agent to the urgent need for intensifying our investigative efforts against White Collar Crime.

With respect to the several suggestions which were made at the White Collar Crime Seminars, these are being evaluated at FBIHQ. The results of this evaluation will be appropriately brought to your attention in the near future.

4/30/74

MEMORANDUM 22-74

(B) ASSIGNMENT OF CLERK-STENOGRAPHERS TO RESIDENT AGENCIES --

A recent survey was conducted of eleven field offices having stenographers assigned to Resident Agencies (RAs) for more than three months to obtain information regarding the advantages and disadvantages resulting from such assignments. The offices were unanimous in their endorsement of this program and no problems were reported. In order to afford appropriate security, the RAs are kept locked when no Agents are present. The survey disclosed that since the assignment of stenographers, the delinquency in the RAs has decreased substantially and Agents now make less frequent trips to Headquarters city, thereby saving investigative time and fuel. Several offices reported that stenographic production in the RAs is higher than in Headquarters city and that morale is high, as the stenographers feel that they are closer to the field activities and have a greater part in the operation of the office.

In citing benefits resulting from these assignments, one office noted that experienced personnel with ability to work with very limited supervision are necessary for such assignments to be of benefit to the Bureau. Other offices feel that the assignment of stenographers to RAs has been extremely valuable to the overall effectiveness of the division and recommend extension of the program wherever possible. One office felt that this has been the single most significant step in recent years to enhance the professional image of the FBI in the RA territory and to increase the efficiency and productivity of the RA.

There are 489 RAs and the policy of only assigning stenographers to RAs with eight Agents or more has been generally followed. There are 87 RAs with eight or more Agents assigned and 57 stenographers have now been assigned to 47 RAs. In view of the very favorable comments received from offices having stenographers assigned to RAs, it is suggested that you consider the feasibility of assigning a stenographer at this time to any RAs with eight or more Agents. It is felt that an RA of this size will provide a sufficient amount of work to keep a stenographer fully occupied at all times.

4/30/74

MEMORANDUM 22-74

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The foregoing is being furnished for your future guidance and assistance. Copies of master description for Clerk-Stenographers GS-5 to be used for stenographic employees assigned to RAs were furnished to you by Memorandum 1-74 To All Special Agents in Charge dated 1/8/74. In submitting recommendations for such assignments, you should include specific and complete justification for the position and a statement concerning the procedures for guarantying the security of the RA when no Agents are present. Such assignments will not increase your overall clerical complement as the stenographers will be handling stenographic work that would otherwise be assigned to Headquarters personnel.

4/30/74

MEMORANDUM 22-74

(C) MODIFICATION OF FUGITIVE'S NCIC RECORD -- During recent inspections of FBI Field Offices, several instances were noted wherein an office having a fugitive's record on file had overlooked in a communication new descriptive data regarding the fugitive. Consequently, the fugitive's NCIC record had not been modified to add the new data.

New identifying data concerning a fugitive is extremely important, and the subject's NCIC record should be modified to include all new descriptive information as soon as possible. Conversely, data which is no longer valid should be deleted from NCIC as soon as possible.

To prevent oversights, upon developing any data which should be added to or changed in a fugitive's NCIC record, this data should be set forth as a specific lead to modify the NCIC record in a communication to the office having the record on file.

Manual changes will be forwarded under separate cover.

4/30/74

MEMORANDUM 22-74

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(D) RETIREMENT LIBERALIZATION --

The Subcommittee on Compensation and Employment Benefits of the Senate Post Office and Civil Service Committee conducted hearings on April 24, 1974 concerning H. R. 9281 and S. 3263, bills to liberalize retirement benefits for Federal law enforcement officers and firefighters. H. R. 9281 is the bill sponsored by Congressman Frank Brasco of New York which passed the House of Representatives on September 20, 1973. This has been the subject of prior SAC Memoranda which outlined the basic provisions of the bill. S. 3263 is a relatively new bill introduced by Senator Charles Percy of Illinois. It is identical to H. R. 9281 except that it would provide for the annuity computation factor of 2 1/2 percent to apply for all years of service and would count premium overtime pay for retirement purposes retroactive to January 1970.

Thirteen witnesses appeared at the hearings, twelve of whom supported the legislation. Senator Percy and Congressman Brasco both appeared as witnesses in favor of the legislation.

Thomas A. Tinsley, Director, Bureau of Retirement, Insurance, and Occupational Health, Civil Service Commission (CSC), presented the only adverse testimony. His statement, however, disclosed a marked change in CSC's position regarding this legislation up to the time of the hearings. CSC previously had expressed opposition to preferential retirement benefits on the grounds that it felt employees should not be rewarded through retirement provisions for the particular type of work in which they were engaged. Tinsley testified that the more liberal annuity computation formula presently in existence "was not provided as a reward for a particular kind of employment, but - - - - to make earlier retirement, with resultant shorter service, economically feasible." Tinsley also announced CSC was modifying its position with respect to the annuity formula. CSC previously had proposed placing law enforcers and firefighters under the same formula applicable to all Government employees— 1 1/2 percent for five years, 1 3/4 percent for five years and 2 percent for all years thereafter—but guaranteeing a minimum annuity of 50 percent after 20 years of service and after reaching age 50. Tinsley in his statement reported CSC suggested the present formula of 2 percent be retained along with the guarantee for a minimum 50 percent annuity after 20 years' service and age 50. He admitted in his testimony this would be beneficial only to employees who retire after serving from 20 to 24 years.

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Among other witnesses who were very effective in supporting this legislation were former Special Agent in Charge Joseph Gamble who is now president of Wells Fargo; Edward J. Kiernan, president, International Conference of Police Associations, Washington, D. C.; Eugene Rossides, former Assistant Secretary of Treasury; and Ordway P. Burden of William A. M. Burden and Company, New York City, who testified as a private citizen interested in the law enforcement profession.

Senator Quentin Burdick, North Dakota, chaired the hearings. In his opening remarks he announced that Senators John McClellan of Arkansas, Hugh Scott of Pennsylvania, Henry Jackson of Washington, Lloyd Bentsen of Texas, Strom Thurmond of South Carolina, and Roman Hruska of Nebraska had filed statements with the Subcommittee in support of the legislation. In addition, Senators Herman Talmadge of Georgia and James Eastland of Mississippi have stated they are filing statements with the Subcommittee in support of the legislation.

Senator Robert Dole of Kansas, a member of the Post Office and Civil Service Committee, appeared briefly at the hearings and in an impromptu statement indicated his support of this legislation.

Chairman Burdick has given no indication as to when he will hold a Subcommittee meeting to consider this legislation; however, it is anticipated that within the next few weeks this legislation will be brought before the full Senate Post Office and Civil Service Committee for action. You will be kept advised of pertinent developments.

4/30/74

MEMORANDUM 22-74

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(E) INTERNATIONAL ASSOCIATION OF BOMB TECHNICIANS AND INVESTIGATORS (IABTI) -- In March, 1974, captioned association was established at a conference of bomb technicians and investigators at Sacramento, California. A constitution for the association was adopted and officers elected. The purposes and objectives of the association are to foster an exchange of ideas and information within the field of explosives, stimulate research and the development of new techniques within the field, maintain a high level of professional competence among technicians and investigators, encourage the use of improved testing procedures and methods of presentation of conclusions, and establish a code of ethics for all members.

Membership dues are not to be less than \$15 or more than \$35 per year for all members of the association. There appears to be widespread interest in the association by law enforcement officers engaged in responsibilities for handling bombing cases. The association will be divided geographically into six regions in the United States and one region for foreign participants, with each region establishing as many chapters as needed. Police instructors qualified to lecture in bombing matters are authorized to join the association at their own expense. Submit to the Bureau, attention Training Division, the identities of Agents who join this association, and we desire to be kept informed concerning its activities in each region.

(Security page attached)

4/30/74

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(F) SECURITY AND EXTREMIST INFORMANTS -- Recently an individual publicly disclosed his confidential relationship with the FBI after voluntarily furnishing information concerning revolutionary-type activities. This incident reemphasizes the need for all Special Agents handling informants to stress upon the informants the necessity of maintaining the confidential nature of their relationship with the FBI.

Each Special Agent in Charge is to impress upon Special Agents dealing with individuals, whether they are Bureau-approved or those voluntarily contacting your office, to proceed cautiously and take all necessary steps to be reasonably sure that the individuals are not plants, are stable, and are of such a character that they would be unlikely to expose their relationship. In particular, you should impress upon your Agents that each individual under development is a potential plant. In this regard although it may not be possible to ascertain whether an informant is completely reliable and not a plant, a reasonable amount of time should be allowed to elapse before an informant is guided, directed, or suggested to engage in activities on our behalf in order that such a determination can be made.

The handling of informants is a very sensitive operation and must be conducted on a careful and professional basis at all times. Again, you are reminded that individuals who have not been approved as informants should not be directed or guided in the event they volunteer to provide information without prior Bureau approval.

Clarence M. Kelley  
Director

4/30/74  
MEMORANDUM 22-74

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

June 25, 1974

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) ~~VOUCHER MATTER~~ -- REIMBURSEMENT FOR TAXICAB  
FARES -- Effective July 1, 1974, claims for taxicab fares for  
travel between employee's home or office and a common carrier  
terminal have been increased from \$7.00 to \$10.00, including  
tip. All claims in excess of \$10.00, including tip, must be justified  
to show that a more economical mode of travel could not have been  
used.

(Security page attached)

6/25/74

MEMORANDUM 32-74

(B) SECURITY AND EXTREMIST INFORMANT PAYMENTS - SUBMISSION OF JUSTIFICATION LETTERS -- As you are aware, all security and extremist informants receiving compensation from the Bureau are paid on the basis of the value of information furnished, services rendered, and expenses incurred.

It is the responsibility of each Special Agent in Charge to insure all expenditures for information are on a strict c.o.d. basis commensurate with the value of the information furnished. In this regard, it has recently been noted that some justification letters do not contain a complete detailed justification for monies paid to informants. In the future, assure that these letters contain a complete detailed justification in order that FBIHQ can make a reasonable determination as to whether or not full value is being received for all monies expended for payments to informants.

In submitting your justification, avoid using generalities and in each instance set out, under the summary of information furnished, specific details of significant information furnished, including examples. In other words, in addition to setting forth such information as the number of meetings attended and/or the number of individuals reported on, you must set forth specific information being reported by the informant regarding activities of the organization and/or individual which would warrant the payments recommended.

This matter will continue to receive careful attention at FBIHQ and you will be held personally accountable to insure that all payments are fully justified. These instructions should be called to the attention of all Special Agents in your office handling informants and sources.

Clarence M. Kelley  
Director

6/25/74  
MEMORANDUM 32-74

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PERSONAL ATTENTION  
MEMORANDUM 35-74

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

July 16, 1974

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

~~(A) SPECIAL AGENT WEEKEND DUTY ASSIGNMENTS~~ --- Field offices are required to have an Agent on duty on Saturday during normal business hours, and some, depending on activity, have more than one. A few offices, again depending on activity, have Agents on duty on Sunday. Henceforth, when an Agent comes up for such duty assignment, the workweek is to be administratively changed, to allow the individual to have another day off to replace the normal day off of either Saturday or Sunday, as the case may be. In the case of the Saturday duty assignment, the workweek of the Agent, for that particular week, is to be Tuesday through Saturday with normal days off in that week of Sunday and Monday. In the case of Sunday duty Agents, the workweek for that particular week will be Sunday through Thursday, with normal days off of Friday and Saturday.

Should any of these official hours fall between 6:00 p. m. and 6:00 a. m. the individual will be entitled to related night differential pay, and if on Sunday to not over eight hours of Sunday differential pay. No new work shifts involving such additional premium pay are to be established without prior Bureau approval.

This should be placed in effect promptly. Duty schedules should be established well in advance, in order that individuals concerned may be aware of their responsibilities, and make any necessary adjustments. Such weekend duty assignments are to be rotated among the Agent staff of the office.

7-16-74

MEMORANDUM 35-74

(B) DISTRESS SIGNAL FOR AGENTS IN TROUBLE - FM RADIO STATION NETWORK -- Recently a state highway patrolman was taken hostage and driven in his own vehicle for approximately six miles, and then murdered. During this period there were several transmissions by radio with his headquarters and a prearranged signal could have alerted the dispatcher to his situation.

Based on this incident a suggestion was made and adopted that consideration be given to devising a uniform system wherein a signal or code in conjunction with the Bureau's FM radio network be used by an Agent held as a hostage when possible to discreetly alert his office to his captive situation. A number of proposals were considered and studied but each had numerous disadvantages. A survey with selected field offices regarding the proposed systems disclosed a wide divergence of opinion. Because of these factors and the significant variations in radio procedures among our 59 field offices, uniformity of any system adopted is not believed practical for all offices. However, you should discuss with all investigative personnel the potential danger of a hostage situation in a Bureau vehicle. It is also suggested that each SAC with his staff consider possible radio code or signal procedure which could best be applied in his particular office in such an emergency. If a procedure is devised, it should be periodically reviewed to insure that all personnel including new employees are fully aware of the code or signal. I would appreciate the benefit of any developments you feel have application outside your division.

(Security pages attached)

7-16-74  
MEMORANDUM 35-74

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(C) ASSISTANCE TO LAW ENFORCEMENT AND CORRECTIONAL AUTHORITIES REGARDING REVOLUTIONARY COMMUNIST AND NEW LEFT MATTERS - FIELD POLICE TRAINING PROGRAM -- Reference Memorandum 8-74 (D) to all Special Agents in Charge, February 19, 1974, captioned "Assistance To Correctional Authorities," relating to the availability of FBI police instructors to provide information on racial extremist groups in appearances at training programs held by those authorities.

As pointed out in referenced Memorandum, only FBI Headquarters (HQ) representatives have been authorized to provide information on revolutionary communist and New Left groups. Because of changing circumstances, and specifically the below-cited development, this policy is hereby revised.

A national symposium on the American penal system as a revolutionary target was held at the FBI Academy, Quantico, Virginia, June 19-21, 1974. Individuals representing the penal system from around the United States were in attendance. Agenda included discussion of the targeting of the penal system by revolutionaries of the Old Left/New Left representing organizations such as the National Alliance Against Racist and Political Repression (Communist Party, USA, front), Weatherman and Vietnam Veterans Against the War. During this symposium, numerous attendees expressed the desire that FBI representatives having knowledge of revolutionary communist and New Left matters appear at their conferences and training programs as speakers.

To render assistance in this area, a thorough and current knowledge of the background and developments in the revolutionary communist and New Left fields is vital to the presentation of effective briefings to law enforcement and correctional personnel. You are accordingly authorized to assign your full-time security Supervisor(s) of these types of investigations to present such briefings (even though he may not be an approved police instructor) before duly constituted police officers and sworn personnel of penal institutions. Submit a Form FD-132 for each briefing commitment, and if a full-time security Supervisor, who is not a qualified police instructor, is given the assignment, note his qualifications on the Form FD-132.

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You should caution your security Supervisor(s), whom you assign to handle these briefings, that he is not to enter into any philosophical or ideological discussions or debates with personnel who are briefed on these topics. He should also be instructed not to answer questions regarding specific topics that are part of our investigative files, e.g., identities of members of an organization, membership statistics, etc.

General background material is being prepared at HQ and will be available for use in these briefings. It should be noted that statements made by your personnel in line with the above authorization are restricted to presentations before law enforcement and penal groups and are not to be made before any other groups or at public gatherings.

No manual changes are necessary.

Clarence M. Kelley  
Director

7-16-74  
MEMORANDUM 35-74

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PERSONAL ATTENTION  
MEMORANDUM 39-74

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 13, 1974

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) ~~FEDERAL TORT CLAIMS ACT - PUBLIC LAW 93-253 - AMENDING TITLE 28 UNITED STATES CODE SECTION 2680 (h)~~ -- Reference is made to SAC Memorandum 26-74 (E) dated 5-21-74. The Assistant Attorney General, Civil Division, has advised that Section 2 of Public Law 93-253, approved March 16, 1974, amends the Federal Tort Claims Act (FTCA) with respect to Section 2680 (h) of Title 28, United States Code (USC). Section 2680 (h) of Title 28, now states:

"The provisions of this chapter and Section 1346 (b) of this title shall not apply to any claim arising out of assault, battery, false arrest, malicious prosecution, abuse of process, libel, slander, misrepresentation, deceit, or interference with contract rights: Provided, that, with regard to acts or omissions of investigative or law enforcement officers of the United States Government, the provisions of this chapter and Section 1346 (b) of this title shall apply to any claim arising, on or after the date of the enactment of this proviso, out of assault, battery, false imprisonment, false arrest, abuse of process, or malicious prosecution. For the purpose of this subsection, 'investigative or law enforcement officer' means any officer of the United States who is empowered by law to execute searches, to seize evidence, or to make arrests for violations of Federal law."

The amendment states that any claim arising on or after March 16, 1974, out of the offenses enumerated above by "investigative or law enforcement officers of the United States Government" may now be entertained by Federal agencies under Title 28, USC, Section 2672. Upon denial of the claim or upon expiration of the six-month period described in 28 USC 2675, suit may be commenced against the United States under the jurisdictional grant found in 28 USC 1346 (b).

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MEMORANDUM 39-74

Suits against Federal investigative and law enforcement officers, as individuals, are not precluded by the amendment and no statutory exclusivity is provided. The claimant has the option of (1) proceeding solely against the United States; (2) solely against the officer; (3) jointly against the officer and the United States. If the suit is commenced against the officer, it will be the continuing policy of the Department of Justice to provide representation to the officers unless conflicts of interest or pending Federal criminal proceedings against the officer preclude providing counsel. Where suit against the officer is commenced in state court and representation is provided, the prevailing policy and practice of removal to Federal court will continue.

8-13-74

MEMORANDUM 39-74

(B) CLERICAL RECRUITMENT PROGRAM - FBI HEADQUARTERS --  
Due to your fine efforts during the recent recruiting drive for clerical applicants, I am pleased to inform you that field office quotas will be removed effective September 1, 1974. Since there is still a dire need for Clerk-Typists at FBI Headquarters, you should continue your efforts to recruit qualified Clerk-Typists through normal recruiting incidental to the investigative activity. Agents now assigned exclusively to applicant recruiting should be diverted to other investigative areas until such time as it again becomes necessary to intensify our recruiting efforts.

The fine team effort displayed during this recruiting drive is certainly appreciated and it is apparent that you have closely followed this program and afforded it aggressive supervision. You must continue to insure that all applicant interviews are thorough and penetrative so that only those applicants who have above-average potential are considered for Bureau employment.

8-13-74

MEMORANDUM 39-74

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(C) FIREARMS - USE OF PERSONALLY OWNED SIDE ARMS BY SPECIAL AGENTS -- Your attention is directed to Bureau letter to Albany and all offices dated September 13, 1973, captioned "Firearms - Use of Personally Owned Side Arms By Special Agents." As an enclosure to that letter there was set forth a list of personally owned side arms authorized for official use. In addition to those weapons set out, you are authorized to add to that list the Smith and Wesson Model 10-6.

Bureau permission for Special Agents to carry alloy-framed side arms for official use is rescinded due to the fact that pressure generated by the new service round would excessively stress frames and cylinders of these weapons and inasmuch as certain repairs on alloy-framed guns cannot be performed by our gunsmiths without voiding factory warranties. This decision is supported by recommendations of the Sporting Arms and Ammunition Manufacturers Institute and the manufacturer of our new service round.

Through the principal firearms man in your office, you should insure that all Agent personnel currently authorized to carry alloy-framed side arms execute form FD-431, deleting these weapons from their property records. These FD-431s should be forwarded to the Bureau, Attention: Training Division, within 30 days.

(Security letter attached)

8-13-74

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(D) ASSIGNMENT OF SYMBOL NUMBERS TO SECURITY INFORMANTS --  
As you are aware, existing Bureau instructions state a symbol number should be afforded to all individuals from the time any step, generally the opening of an informant or source file, is taken to develop them as sources or informants. However, these instructions do not set forth a specific time period by which the Bureau should be notified of an informant's symbol number.

From a review of the results of a recent inspection of a large field office an undesirable trend was noted wherein there has been undue delay in the submission of symbol numbers assigned to security informants to the Bureau.

In order to clarify this matter, upon assigning a symbol number, the Bureau should be immediately advised by secure teletype of the symbol number, informant's true name, available background information, and cover name, if assigned, for indexing purposes. This matter should be called to the attention of all Special Agents handling security informants and sources.

Manual and Handbook changes follow.

Clarence M. Kelley  
Director

8-13-74

MEMORANDUM 39-74

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## UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

October 17, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) SPECIAL ACCIDENT AND TRAVEL INSURANCE (SATI) - OPEN SEASON ENROLLMENT PERIOD, OCTOBER 15 THROUGH NOVEMBER 15, 1974, FOR LONG TERM DISABILITY BENEFIT PLAN --

The SATI insurance program is divided into three separate plans. The Accidental Death, Dismemberment and Permanent Total Disability Plan provides an indemnity to insured in event of accidental death, dismemberment and/or permanent total disability. The Accident Indemnification Plan provides for full reimbursement, to limit chosen by insured, for all medical expenses resulting from an accident. Since benefit payments are based on accidental causes, employees may enroll in either of these plans at any time. The Long Term Disability Benefit Plan provides an indemnity for either hospitalization or disability resulting from illness as well as accidental causes.

The open season applies to this third plan, the Long Term Disability Benefit Plan. Accordingly, in the event employee does not enroll in this particular plan during the first 31 days following entry on duty, it is necessary for employee to demonstrate evidence of medical insurability, by means of a complete physical examination, to enroll at any later date. All SATI benefits are in addition to any other reimbursement received by insured from other policies.

An open season enrollment period under SATI has been declared from October 15 through November 15, 1974. Employees may enroll during this period without providing evidence of medical insurability. However, any pre-existing medical condition will not be covered (for this particular condition only) if there has been any treatment or medication within 90 days prior to the effective date of

10/17/74

MEMORANDUM 50-74

coverage. Following one year of enrollment any pre-existing medical condition, including those requiring constant medication or treatment, is completely covered providing employee is actively at work.

SATI coverage will become effective on the first day of the pay period for which a payroll allotment has been deducted or for which a premium coupon payment has been made. A supply of the revised SATI brochures and Change Request Forms will be forwarded in the immediate future.

New employees (less than 31 days service) or current employees not presently enrolled in SATI should execute the enrollment form and allotment form in the SATI brochure. Employees already enrolled in SATI should execute the SATI Change Request Form and allotment form in order to increase or change their present coverage. Employees who already have two payroll allotments (maximum allowable) may make premium payments through monthly coupon booklets mailed directly to Wright and Company.

Under the Long Term Disability Plan an employee, in the event of total disability, is currently eligible to receive 65 percent of gross annual base salary up to a maximum insured salary of \$27,700. Benefits, of course, will be reduced by any benefits paid to you under Social Security or Civil Service Retirement Act, Bureau of Employees' Compensation, Railroad Retirement Act, or similar Federal or state legislation. If you have had a pay increase since the last open season (October 1973) you should increase your coverage to your present salary level, raised to the next highest \$1,000.

Since no savings allotments are deducted from the final check of employee upon resignation, coverage under SATI is terminated the last day of the pay period for which an allotment has been withheld from salary. (This is not necessarily the last day on duty and is frequently two weeks prior to that date depending upon notice given upon resignation.)

All forms should be promptly returned, upon execution by employees, to Bureau marked for attention of Administrative Division.

10/17/74

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Clarence M. Kelley  
Director

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## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

October 15, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) FBI ACADEMY - LEARNING RESOURCE CENTER - DISSEMINATION OF INFORMATION TO LOCAL LAW ENFORCEMENT AGENCIES -- The FBI Academy Learning Resource Center (LRC) serves as the main research and resource library for FBIHQ and FBI Field Offices. We are now capable of offering these services free of charge to local and state law enforcement agencies. Requests for information will be answered by letter or by furnishing research monographs, bibliographies and abstracts of articles relating to matters in question.

Procedures have been established which have opened avenues for information concerning advanced technology of concern to law enforcement which is reported in book and nonbook media. The Center currently houses approximately 60,000 items.

At the recent "Major City Chiefs of Police" meeting in Chicago, it was suggested that the FBI might serve as a central repository and disseminate information about research which is being done by police agencies throughout the United States. To provide such service, I have instructed that the FBI Academy LRC serve as a clearinghouse of information for law enforcement by disseminating studies made by police departments throughout the country. All Special Agents, including Resident Agents and police instructors, whenever and wherever possible, should inform law enforcement personnel, especially law enforcement executives and command personnel, of the services available through the LRC. Any inquiries or requests for information should be made directly to the FBI Academy, Quantico, Virginia 22135, Attention: LRC. At the same time, Agents should encourage those contacted to provide input to this program by calling to the attention of the LRC any research or experiments conducted with respect to the law enforcement function. We must secure the needed input by police agencies so the best and most efficient service can be provided to them in response to their requests.

This program will allow Agent personnel more opportunity for contact with the local police. It will provide a service to the police and will afford an opportunity for the Agent to determine what, if any, research has been done or is being done by the local police so this information can be furnished to the LRC.

10-15-74

MEMORANDUM 49-74

(B) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS - The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and enclosed you will find a copy of Supplement 53. The new rates for Supplement 53 are effective for transportation begun on and after September 14, 1974.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

10-15-74

MEMORANDUM 49-74

(C) POSITION CLASSIFICATION MATTERS - STANDARDIZED WRITE-UPS FOR GS 3 AND GS 4 INDICES SEARCHING OPERATIONS IN FIELD CHIEF CLERK'S OFFICES -- Refer to SAC Letter 60-21 (A) dated April 19, 1960, and subsequent SAC Letters transmitting write-ups for standardized-type clerical operations in Bureau field offices. Standardized write-up for SEARCHING IN GENERAL INDICES GS 3 has been revised and a new write-up for GENERAL AND SPECIALIZED INDICES SEARCHING GS 4 has been prepared portraying the GS 3 and GS 4 assignments. A copy of each of these two write-ups is enclosed.

The GS 3 indices searching position will remain on record and fully operating. Qualifications for promotion to the GS 4 indices searching position beyond usual considerations are that candidates must have had at least six months' experience officially assigned to the GS 3 indices searching position and be certified by you in your recommendation for promotion as having demonstrated effective performance of duties with a considerable degree of independence and capability of performing at the higher level. No trial assignment is necessary. Promotions should not be regarded as automatic after six months of experience in GS 3.

The supervisor of the GS 3 and GS 4 positions should be the same. At the GS 4 level incumbents should perform their duties more independently, exercise a higher degree of initiative and judgment, and

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utilize greater knowledge of the records system than at GS 3 level. Also, their work should be reviewed only on a spot-check basis. This distinction should be shown in the descriptions under the heading Supervision Received.

Carefully review the enclosed standardized write-ups and should you determine you can support a GS 4 indices searching position, adjust your work operations as necessary and submit appropriate description forms. With regard to the GS 3 write-up, since the title SEARCHING IN GENERAL INDICES has not been changed, it will not be necessary to submit a revised description for the GS 3 position, providing employee(s) will perform the duties as described in the revised write-up. If indices searching duties do not occupy the full time of a position, the other duties assigned should be as nearly as possible commensurate with the grade level of the indices searching work performed.

Pertinent description forms for a GS 4 indices searching position, and for any other position(s) that may be affected as a result of the establishment of such a position, should be submitted simultaneously by one transmittal letter, Form FD-243a, along with your recommendation(s) for promotion to the GS 4 position of the employee(s) you can certify for promotion at this time.

(Security pages attached)

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(D) SECURITY INVESTIGATIONS OF INDIVIDUALS - EXTREMIST INVESTIGATIONS OF INDIVIDUALS -- The recent proliferation in candidacies for public office on the part of members of subversive and extremist organizations currently being investigated by this Bureau under statutory basis has created a serious problem. Continued investigation of these individuals during the time of their candidacy could lead to unwarranted charges that this Bureau is intimidating political candidates and interfering with lawful political processes. On the other hand, automatic suspension of investigation of an individual once his candidacy for public office becomes known could result in termination of an investigation where substantive violations exist. Such action would result in the establishment of the unwise precedent of granting investigative immunity to subversive and extremist candidates for public office.

In the past, instances such as the foregoing were relatively rare and were handled on an individual case basis. Recent political activities, however, on the part of organizations such as the National Caucus of Labor Committees; Communist Party, USA; and Black Panther Party (which run candidates for public office at various levels of political life), coupled with the likelihood of civil suits being filed against this Bureau by such individuals under investigation, dictate the establishment of a uniform manner of handling such matters.

Upon learning of the candidacy for public office of a member of a subversive or extremist organization, the office of origin should promptly furnish FBIHQ with a communication suitable for dissemination setting forth sufficient identifying data and a brief summary of the individual's subversive or extremist activities, together with the details of the individual's candidacy for public office. In the absence of evidence of a violation of a specific Federal statute, no investigation should be conducted until subject's candidacy for public office is resolved. Information received during the period of the individual's candidacy indicating a specific violation of Federal law(s) should be furnished FBIHQ by means consistent with the exigencies of the situation along with recommendations as to additional action warranted. Other unsolicited subversive information received from sources and informants or obtained incidental to other investigations, should be channeled to the individual's file and, when appropriate, furnished to FBIHQ in disseminative form with recommendations as to additional action warranted.

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Results of candidacy in every instance should be furnished to FBIHQ under individual caption. Should the candidate have been defeated, necessary communication should contain recommendations as to additional action warranted. Should the candidate have been successful, necessary communication should contain statement that, in the absence of information indicating a specific violation of a Federal statute, no additional investigation will be conducted. At such time as the individual ceases to serve in public office, the office of origin should submit such information to FBIHQ, accompanied by recommendations as to additional action warranted. Should information be received indicating a violation of a specific Federal statute while the individual is in office, receiving office should submit pertinent information to FBIHQ by means consistent with the exigencies of the situation along with recommendations as to additional action deemed warranted.

Manual changes follow.

Clarence M. Kelley  
Director

Enclosures for (B) and (C)

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Routing Slip  
0-7 (Rev. 12-17-73)

(Copies to Offices Checked)

TO: SAC:

- Albany
- Albuquerque
- Alexandria
- Anchorage
- Atlanta
- Baltimore
- Birmingham
- Boston
- Buffalo
- Butte
- Charlotte
- Chicago
- Cincinnati
- Cleveland
- Columbia
- Dallas
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- Detroit
- El Paso
- Honolulu

- Houston
- Indianapolis
- Jackson
- Jacksonville
- Kansas City
- Knoxville
- Las Vegas
- Little Rock
- Los Angeles
- Louisville
- Memphis
- Miami
- Milwaukee
- Minneapolis
- Mobile
- Newark
- New Haven
- New Orleans
- New York City
- Norfolk

- Oklahoma City
- Omaha
- Philadelphia
- Phoenix
- Pittsburgh
- Portland
- Richmond
- Sacramento
- St. Louis
- Salt Lake City
- San Antonio
- San Diego
- San Francisco
- San Juan
- Savannah
- Seattle
- Springfield
- Tampa
- Washington Field
- Quantico

- TO LEGAT:
- Beirut
  - Bern
  - Bonn
  - Brasilia
  - Buenos Aires
  - Caracas
  - Hong Kong
  - London
  - Madrid
  - Manila
  - Mexico City
  - Ottawa
  - Paris
  - Rome
  - Singapore
  - Tel Aviv
  - Tokyo

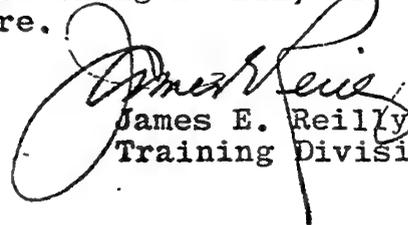
RE: SAC Memorandum  
52-74 (A), dated  
November 5, 1974

Date November 14, 1974

- For information  Retention optional  For appropriate action  Surep, by \_\_\_\_\_
- The enclosed is for your information. If used in a future report,  conceal all sources,  paraphrase contents.
- Enclosed are corrected pages from report of SA \_\_\_\_\_ dated \_\_\_\_\_

Remarks: Item C of part (A) DESTRUCTION OF FIELD FILES AND RECORDS, on page 1, which relates to the destruction period for Noninvestigative Files and material of no continuing value in ten classifications of cases, should read: "Files and records to be destroyed when one year old...." instead of "when five years old..." Forthcoming manual changes will, of course, show the correct figure.

Enc.  
Bufile  
Urfile

  
James E. Reilly  
Training Division



PERSONAL ATTENTION  
MEMORANDUM 52-74

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 5, 1974

(A) DESTRUCTION OF FIELD FILES AND RECORDS --

Following extensive study and a canvass of all field divisions, the following procedures have been adopted to provide a more simplified file-destruction program for the field.

A - Files and records to be destroyed when 90 days old.

- 1 - Carbon copy of printout produced by NCIC terminal (retain previous month plus current month)
- 2 - Daily Report of Chief Clerk's Office (FD-127)
- 3 - Encoded messages
- 4 - Field personnel files of separated employees when separation was not for disciplinary reasons or for entering military service. Electrocardiogram tracings and reports of medical history (SF-93) are to be forwarded to the Bureau.
- 5 - Record of Registered Mail (FD-211)
- 6 - Number 3 Registers (FD-256)
- 7 - Transmittal letters - checks and bonds

B - Files and records to be destroyed when 120 days old. In auxiliary offices, investigative leads requesting only record checks, when results are negative or of no continuing value.

C - Files and records to be destroyed when ~~five~~ years old if following conditions are met.

1 - Noninvestigative files and material of no continuing value in the following classifications:

- a. Classification 1 - Training matters only
- b. Classification 32 - Identification (Fingerprint matters)
- c. Classification 33 - Uniform Crime Reporting
- d. Classification 62 - Miscellaneous matters only
- e. Classification 64 - Foreign miscellaneous
- f. Classification 66 - Administrative matters
- g. Classification 80 - Public Relations matters
- h. Classification 94 - Research matters
- i. Classification 95 - Laboratory cases, other than Bureau
- j. Classification 163 - Foreign police cooperation

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D. Files and records to be destroyed when five years old if following conditions are met.

1. Investigative files in all classifications in auxiliary offices provided files are of no continuing value for evidentiary, intelligence, historical or other reference purposes or if the case is one in which the Bureau is office of origin.— In Bureau origin cases, retain 10 years.

2 - Dead files in all classifications if of no continuing value

3 - Zero files in all classifications if of no continuing value

E. Files and records to be destroyed when 10 years old.

1 - Investigative files in all classifications, except security classifications, in offices of origin provided the files are of no continuing value for evidence, intelligence, historical or other reference purposes. In security classifications the files may be destroyed only if all the pertinent information therein has been made a matter of record at the Bureau.

2 - Investigative files in auxiliary offices in cases in which Bureau is office of origin.

If there is any doubt concerning the destruction of the above material by an auxiliary office, it should consult the office of origin. If there is any doubt about the destruction of a file in an office of origin, that office should consult the Bureau.

With respect to the mechanics of such file destruction in a field office, the following procedure should be followed:

A. Since there will be only two destruction rules, five years and 10 years, which apply to investigative files under the new regulations, the case Agent will either note the appropriate destruction rule on the file copy of the communication closing the case or referring it on completion (RUC) or else note that it should be retained plus appropriate justification for such retention. The case Agent is logically in the best position to determine the potential value of the case; however, his recommendation would be subject to approval by the supervisor when the communication is initialed for closing or RUC. The file would not be returned

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to the supervisor unless additional material were received between the time the case was closed or RUC and the actual date for destruction.

- B. The master assignment card should be used as a tickler for the final destruction of an investigative file. Heretofore, the Chief Clerk's Office (CCO) posted the date of the file copy of the closing or RUC communication to the reverse side of the master assignment card and the card was retained for one year and then destroyed. Under the new system so that these master assignment cards can be used as ticklers, the CCO, in addition to posting the date of the closing or RUC communication in each case, will note on the front of the master assignment card the destruction date which was recommended by the case Agent and approved by the supervisor on the file copy of the communication. Instead of destroying the card in one year, it should be retained as a tickler for destruction according to the date shown on its front side. In the event the file is reopened during the period intervening between being closed or RUC and its actual destruction, the new master assignment card would supersede the old tickler.
- C. Index cards relating to the case should be retained for 20 years and then destroyed as encountered.
- D. Original FD-302s, signed statements and other items of evidence will be retained for 20 years or until of no further value if that be longer than 20 years. Index cards relating to this material would also be retained for a like period.
- E. Two lists containing the numbers of the files destroyed should be maintained. One list will be filed in front of each respective classification in the closed files section; the other list will be maintained in an administrative file created specifically for this purpose.

Manual changes concerning the foregoing procedures are being made and will be forthcoming in the near future.

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(B) UNIFORM COURSE OF LEGAL INSTRUCTION FOR FIELD OFFICES --

Recognizing the legal difficulties that often arise during major investigations, it is necessary that there be continuing and improved legal training provided in each field office. Accordingly, I have approved the following uniform course of legal instruction that must be provided to all investigative personnel: (Amending instructions as set forth in SAC Letters 67-43 (B), 68-7 (A), and 69-20 (B).)

Law of Arrest	1 hour
Probable Cause	1 hour
Investigative Detention	1 hour
Search of Persons	1 hour
Search of Premises	1 hour
Affidavits/Complaints	1 hour
Search of Motor Vehicles	1 hour
Interrogation	1 hour
Eyewitness Identification	1 hour
Electronic Interception	1 hour
Civil Liability	1 hour
Informants	1 hour
Entrapment	1 hour
Juveniles	1 hour
Federal Rules of Criminal Procedure	1 hour
Law of Evidence (Traditional Rules such as hearsay, privileges, best evidence)	1 hour

This sixteen-hour uniform course of field legal instruction is a minimum legal training requirement for all investigative personnel. The one-hour lecture time provided for each of the above topics is a minimum period. The lectures on these topics should not be combined but must be thorough and given as separate subjects. Obviously, additional legal instruction on the above subjects or other topics will be afforded as the need arises.

It must be emphasized that the sixteen-hour legal instruction program outlined above is a minimum uniform course. Topics included

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in the uniform course are of a general nature that all FBI investigative personnel must know whatever their specialized assignments may be. It must be augmented to meet the particular legal training needs of individual squads or situations arising within a field office.

The most desirable scheduling of instruction would be for each Agent to attend eight two-hour sessions scheduled over the fiscal year. This scheduling is not mandatory and in particular, the best method of providing this uniform course of instruction to resident agency personnel is most practicably left to the discretion of the field offices.

In order to provide the legal instructors with resource material the following bibliography of legal materials is recommended:

McCormick on Evidence - Second Edition (Hornbook Series)  
(1972) West Publishing Company, St. Paul, Minnesota 55102.

Black's Law Dictionary - Revised Fourth Edition - West Publishing Company, St. Paul, Minnesota 55102.

Proposed Rules of Evidence for United States Courts and Magistrates - West Publishing Company.

Uniform Rules of Evidence Approved by the American Bar Association at its Meeting at Boston, Massachusetts, August 28, 1953 - National Conference of Commissioners on Uniform State Laws, 1155 East Sixtieth Street, Chicago, Illinois.

Criminal Law - (Hornbook Series) (1972) La Fave - West Publishing Company, St. Paul, Minnesota 55102.

Scientific Evidence in Criminal Cases (1973) by Moenssens, Moses and Inbau - Foundation Press Inc., Mineola, New York.

Criminal Procedure in a Nutshell - Israel and La Fave - West Publishing Company (1971).

Search and Seizure - (with supplement) Edward C. Fisher - Traffic Institute, Northwestern University, Evanston, Illinois (1970).

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Arrest - Wayne R. La Fave - Little, Brown and Company (1965).

In addition to the above bibliography, Legal Counsel Division will provide monographs and other materials on various legal topics.

The uniform legal training program should be given throughout each fiscal year to investigative personnel during eight two-hour sessions in order to provide continuity and to minimize the interruption of investigative activity.

Annually, advise the Bureau, Attention: Legal Counsel Division, by letter to be submitted by June 30 of the total legal instruction given to FBI investigative personnel during the fiscal year. Show in this letter the topic, length of instruction, name of instructor, and number of Agent attendees at each lecture. The same letter must also provide an explanation regarding the action that is being taken to correct any delinquencies. The initial letter should reach the Bureau by June 30, 1975.

Manual changes follow.

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(C) FBIRA - MEMBERSHIP IN POSSIBLE CLUB -- In order to facilitate the award of the "Possible Key," the names of Special Agents who have fired a Possible on the Practical Pistol Course should be submitted in duplicate within five working days of the date the Possible was fired and marked to the attention of the President of the FBIRA.

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(D) INVESTIGATIVE MATTERS - CONTACT WITH FBIHQ SERVICE DIVISIONS AND SUBSTANTIVE DIVISIONS -- During the investigation of a substantive violation, and especially at the outset thereof, the Field necessarily has occasion to telephonically communicate directly with one or more of the FBIHQ service divisions (e. g., External Affairs, Laboratory) relative to various aspects of the case. To insure that the FBIHQ substantive divisions (General Investigative, Special Investigative, and Intelligence) are aware of such matters, especially

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those involving loss of life, danger to public safety or widespread public interest, all Field Offices shall make certain that they talk directly to the substantive division involved in a particular matter in addition to any service divisions which might be contacted.

~~By strictly adhering to this practice, the substantive divisions~~  
will be in a position to resolve questions which may not have come to the attention of the service divisions.

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MEMORANDUM 52-74

(E) REVISION OF UNITED STATES GOVERNMENT TRANSPORTATION REQUEST (GTR) -- The United States General Accounting Office has revised the GTR, Standard Form 1169, and the use of the new form will be effective no later than January 1, 1975. An initial supply of the new GTR with instructions for preparation is being forwarded to your office under separate cover. Upon issuance of the new GTRs to employees of your office, collect existing books of the old form. The old GTRs are to be destroyed by your office by burning or shredding. Advise the Bureau, Attention: Procurement and Administrative Services Section, Administrative Division, as to the count of GTRs destroyed. Report this information by GTR number and name of the Bureau employee to whom the GTRs were assigned. When issuing books of the new GTRs, complete Form FD-254. The Bureau should be advised when a book of GTRs has been used completely or when a partial book has been issued to another employee. The revised GTRs should be issued to employees in your office in time to begin their use on January 1, 1975.

(Security pages attached)

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(F) REVISION OF SECTION 107 - MANUAL OF INSTRUCTIONS (MOI)

The Manual of Instructions has been revised, after extensive study at FBIHQ, and in consultation with the Chicago, New York, San Francisco, and Washington Field Offices, to include in one subsection of Section 107, viz., Part II, all instructions dealing with the development and handling of foreign counterintelligence (FCI) informants (to be called assets). The new subsection extracts all instructions dealing with such assets from current Section 107 and from several letters and airtels to all offices, e. g., "double agent letters."

The purposes of the revision are to encourage asset development by redefining them according to roles specifically applicable to FCI investigations, by providing for more local authority, and by incorporating all instructions pertaining to FCI assets in one place; to streamline administrative handling; and to bring some of our terminology in line with that of the rest of the U. S. intelligence community.

The revision deals with assets who are primarily engaged in our investigations of the activities of foreign intelligence services or governments. It does not deal with domestic subversive or extremist informants or informants used against elements who may have some connection with a foreign political movement, but no connection with a foreign intelligence service or government. These informants will continue to be handled under Part I of Section 107, MOI.

The major changes which are effected by this revision are as follows:

- (1) Foreign counterintelligence informants will be called assets, either operational assets (OA) or informative assets (IA).
- (2) There is no "potential asset" category.

By definition, an IA is one in a position, i. e., currently in a position to furnish information of value; and an OA is already operational or has immediate potential to be developed for a specific use. (The only time any asset would be "potential" and not "actual" is in the case of an OA during his background investigation, a minimal period of time which does not justify another formal administrative category.)

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- (3) FBIHQ authority is required to conduct in-depth background investigation and development of an FCI asset under the age of 21.

This is more restrictive than the current age limit of 18.

Because of the sensitivity of FCI cases, and the rarity of assets under 21 in FCI cases, the more conservative position was adopted.

- (4) The asset's symbol number suffix will specifically identify whether he is an informative asset or an operational asset, e. g., NY 1001-OA (or IA).

This will allow for more ready evaluation of the information provided by an asset.

- (5) The caption of FCI asset cases will be his symbol number, plus IS and the country concerning which the asset is primarily reporting, e. g., NY-1001-OA, IS - R.
- (6) IAs, except for certain restrictions, will be investigated, approved, and operated on SAC authority.
- (7) All written interoffice communication regarding background investigation of FCI assets is to be conducted by coded "Nitel" only.

The sensitiveness of FCI cases, and the security of the asset require this measure. An exception is made for a particularly voluminous initial interview.

- (8) Periodic evaluations of OAs and IAs paid on FBIHQ authority are to be submitted by coded "Nitel" only.

This measure is essential for the asset's security since the evaluation summarizes information provided by him and tends to identify him.

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- (9) Periodic evaluations of unpaid IAs or IAs paid on SAC authority are made to the SAC.

Since these assets do not require FBIHQ attention in matters of handling and payment, there is no need for FBIHQ attention in evaluation.

- (10) The DESECO Program is terminated.

DESECO has resulted primarily in inflated PSI statistics and a large backlog of sources who are seldom activated. The most productive method of targeting assets against foreign intelligence officers (IO) is to analyze the personal situation of a specific IO and the circumstances of his particular operations, and then develop a source to specifically fit his personal situation and one or more of his operations. Experience indicates that more often an individual whom we can initially recruit at the time he is needed fits the situation better than a DESECO.

The abolition of the DESECO Program will obviously result in the numerical decline of security informants generally, and FCI assets particularly; this is to be expected, and in and of itself will not reflect adversely on any office. Now the emphasis on source development in the FCI field is to be on the development of sources who can be operationally targeted against a foreign intelligence service immediately.

As with the rest of the MOI, this instruction is to be interpreted using the rule of reason. The term "immediate" use of an OA must be interpreted to include a period of time for background investigation, a period of time for the best or suitable targeting conditions to occur, e. g., cocktail party, visit to establishment, etc., and perhaps a period of time for pretargeting development. What the instruction is intended to preclude is the creation of a large number of assets (former DESECO and other PSIs) who are not producing information of value or who do not hold immediate promise of producing information of value in projected specific circumstances. This does not preclude an office or squad from

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informally cataloging individuals with special occupational, geographic, language, etc., characteristics for possible distant future use; but this is merely a common sense personal, squad or office retrieval system, and these individuals are not to be considered assets, unless and until utilized.

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MEMORANDUM 52-74

(G) CHARACTERIZATIONS OF SUBVERSIVE ORGANIZATIONS AND PUBLICATIONS -- Your attention is directed to the Manual of Rules and Regulations (MRR), Part II, Section 4, page 41 (item 12. b. ), which instructs that succinct descriptions are to be utilized when it is necessary to describe or characterize an organization in a teletype that is to be disseminated at FBIHQ on the Bureau's teletype network. You are reminded of this instruction since FBIHQ has noted numerous teletypes, prepared for dissemination, that have contained full-length characterizations of organizations. This unnecessarily adds to stenographic and/or typing time to prepare these communications, Agent and supervisory review time, and processing time at FBIHQ to disseminate to interested Government officials and agencies. In utilizing succinct characterizations of subversive organizations and publications in disseminative teletypes, insure same is an essential extraction from FBIHQ approved characterizations or is substantiated by back-up material in your files.

Your attention is also directed to the fact that instructions relating to characterizations in the MRR, Part II, Section 4, and FBI Handbook for Special Agents, Part I, item 49. B. , have been revised by deleting any reference to the Guide to Subversive Organizations and Publications issued by the House Committee on Un-American Activities (HCUA), revised and published on December 1, 1961. This was done since information contained in the Guide is dated and is of little value in depicting the present nature and activities of an organization or a publication. Organizations and publications that were previously characterized on the basis of material in the HCUA Guide should now be characterized by use of other information demonstrating current or more recent activities and/or affiliations.

Clarence M. Kelley  
Director

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DOJ/FBI



PERSONAL ATTENTION  
MEMORANDUM 56-74

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 26, 1974

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

(A) LIAISON WITH OTHER GOVERNMENT AGENCIES -- It was suggested to me at a recent Conference of United States Attorneys in New Orleans, Louisiana, that meetings be held in field office cities with representatives of other Federal agencies in the same manner as on an FBI Headquarters level.

I am aware the Manual of Instructions, IV-102-23, requires that each SAC specifically designate an Agent, or Agents, to be responsible for developing and maintaining liaison with other Federal agencies, and that these instructions are being followed. I also am aware that many, if not most, SACs have other arrangements and opportunities for meeting periodically with the heads of other Federal agencies in Headquarters Cities, such as during regularly scheduled conferences, meetings of the Federal Executive Board or Association, interdepartmental intelligence conferences, metropolitan police conference or association meetings, et cetera.

I believe that periodic meetings with the heads of other Federal agencies in Headquarters Cities, collectively, can do much to engender and maintain a better understanding and working relationship between the Bureau and those agencies and will result in advancing the best interests of all. If no such opportunity currently exists in your headquarters city, you should explore the feasibility of organizing such a program, possibly with sponsorship of each meeting being changed on a rotating basis. Representation from the local office of the United States Attorney should be invited.

Clarence M. Kelley  
Director



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 19, 1974

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) LEGAL ATTACHES - PROGRAM FOR SELECTION, QUALIFICATIONS, TRAINING, TENURE AND CAREER DEVELOPMENT -- In order to achieve a greater degree of flexibility, properly staff our foreign offices, permit more thorough training and to establish a more equitable and consistent standard of tenure and grade level, I have approved a comprehensive program which is set out below. In the future, investigative personnel assigned to foreign offices will be returned to domestic assignment after a specified period. This requirement is based upon the realization that such personnel must not lose contact and familiarity with the ever-changing priorities, problems, and objectives of the Bureau as well as sociological and related changes in the United States. The program is meant to be a general guide and it is understood that outstanding and unique performance of an individual or circumstances peculiar to a particular Legat office, or best interest of the Bureau will be taken into consideration and, on occasions, exceptions to certain provisions will be necessary.

## I. QUALIFICATIONS

## Legat:

1. A well-rounded, experienced investigator;
2. At least two years of experience at FBIHQ or previous experience as an Assistant Legat;
3. Fluent in one or more languages used in our foreign offices. This will also apply to Agents assigned to English-speaking posts in order to achieve greater flexibility in use of personnel for relief assignment or transfer to non-English speaking Legat offices.

## Assistant Legat:

1. Same as Number 1 above;
2. FBIHQ or field experience at the supervisory or relief supervisory level, or other qualifying experience;

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3. Same language requirements as set forth above under "Legat."

## II. SELECTION

### Legat:

1. The Office of Preference List will be used as a guide in determining those interested in foreign assignment;
2. Selection will not be on the basis of seniority, but on the basis of those best qualified with respect to experience, maturity, personality and ability to conduct high level liaison.

### Assistant Legat:

1. Same as Number 1 above;
2. Those selected for consideration will receive a two-week temporary assignment at FBIHQ where they will be given on-the-job training by the Liaison Section of the Intelligence Division and will be evaluated as to their capability of performing as an Assistant Legat. Such personnel will thereafter return to the field and become part of a reservoir of employees who will be given consideration for assignment overseas when such positions become open.

## III. TRAINING

### Legat and Assistant Legat:

1. After selection for foreign assignment, such personnel will undergo four weeks of training at the Bureau where they will receive orientation in the areas of communications, training, identification matters, computers, Laboratory operations and current investigative problems.

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#### IV. TENURE AND GRADE

##### Legat:

1. A two-year assignment, with the Bureau exercising the option (at the request of the Legat) for the extension for a second two-year tour. The maximum tour would be four years;
2. All would be GS-15 except Mexico City where, due to the large staff, Legat would be GS-16 and his Number One Man GS-15.

##### Assistant Legat:

1. A two-year assignment, with the Bureau exercising the option (at the request of the Assistant Legat) for a second two-year tour. Maximum length of time as Assistant Legat would be four years;
2. Based upon performance, Assistant Legats will be considered for subsequent assignment as Legat Attaches in an office other than the one to which they were assigned as Assistant Legat;
3. Assistant Legats will be considered for promotion to GS-14 after 90 days on foreign assignment consistent with Civil Service regulations and Whitten Amendment which requires at least one year in a grade before promotion to the next higher grade.

#### V. CAREER DEVELOPMENT

##### Legat:

1. Upon conclusion of tour, Legal Attache will be considered for Headquarters assignment, (including the Inspection Staff), or, if previous Inspection Staff experience will be considered for Assistant Special Agent in Charge position.

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Assistant Legat:

1. Upon conclusion of tour, will be considered for Headquarters or field assignment (GS-13, if field) or for promotion to Legal Attache at another foreign post contingent upon openings, language capabilities and performance.

11/19/74

MEMORANDUM 55-74

(B) AUTOMOBILES - STEEL-BELTED RADIAL TIRES -- It was recently learned that the use of steel-belted radial tires on police vehicles in hot pursuit resulted in accidents causing the death of at least one officer due to blowout at pursuit speed. Research developed that such tires are not recommended by car manufacturers or tire manufacturers on pursuit-type vehicles. The air pressure for such tires must never be lower than 32 pounds per square inch cold. Running such tires at lower air pressure creates very high temperatures which cause the steel wires to get very hot, resulting in separation of the plies. While the tire may not then blow out, once the plies separate the tire is damaged to the point where the structure of the tire is weakened and eventually a blowout or complete tread separation occurs.

Those offices known to have vehicles assigned equipped with steel-belted radial tires have been instructed by direct communication to replace such tires with radial pursuit tires of polyester cord construction. Each Special Agent in Charge is to insure that any such tires on any Bureau vehicle assigned are replaced immediately and that such tires are not utilized in the future.

11/19/74

MEMORANDUM 55-74

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(C) SPECIAL WEAPONS AND TACTICS (SWAT) -- The effectiveness of SWAT teams as a vital aid to the FBI--and to all law enforcement-- is a well-established fact. Through the proper utilization of these highly trained units, many violent and potentially violent situations have been satisfactorily resolved. Most importantly, the use of SWAT teams has resulted in providing additional protection for law enforcement officers and for the American public.

Despite the recorded successes of these operations, there still exists some misunderstanding among elements of the news media and the general public concerning SWAT teams. The role of these units has been considerably distorted by some critics.

As you are no doubt aware, the SWAT concept equips the FBI with a flexible and effective response to unconventional law enforcement confrontations arising from our jurisdictional responsibilities. This is not to suggest that the use of SWAT units must be reserved exclusively for major case operations, nor is this to suggest that normal arrests are to be conducted by SWAT teams instead of case agents. Rather, it is intended that the SWAT concept should be employed in any situation involving, what is in the judgment of the SAC, a higher-than-normal danger risk.

As a general practice, the participation of SWAT teams in an FBI operation should not be afforded undue publicity. Information regarding the use of SWAT teams should not be furnished gratuitously to the news media. However, all inquiries received from the public and the news media should be promptly and accurately answered. To assist with responding to these inquiries, the following is provided:

Special Weapons and Tactics (SWAT) is a concept of operation which is based on the premise that a small team of highly motivated and well-conditioned individuals, especially armed, equipped, and trained to function as a tactical unit in a variety of situations, can be more effectively and safely employed in an enforcement confrontation than a large group of persons not so trained and equipped. The basic FBI SWAT team is a five-man unit.

It is believed that confronting a criminal or terrorist element with a clearly superior force, such as a SWAT unit, will serve to diminish any willful inclination to violent resistance, thus serving to accomplish the objectives of SWAT.

11/19/74

MEMORANDUM 55-74

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The objectives of SWAT are to effectively enforce the laws under the jurisdiction of the FBI and to protect the lives of law enforcement personnel, innocent bystanders, victims, and subjects.

11/19/74

MEMORANDUM 55-74

(D) EQUAL EMPLOYMENT OPPORTUNITY - DESIGNATION OF ADDITIONAL EEO COUNSELORS -- Reference is made to SAC letter 69-42, dated August 12, 1969, which transmitted Departmental Memorandum Number 635 of July 17, 1969, and attached Equal Employment Opportunity (EEO) regulations, which have been replaced by Departmental Order 1713.4. Consistent with the provisions of the EEO regulations, Assistant Special Agents in Charge and Number One Men to Assistant Directors were designated to be Equal Employment Opportunity Counselors for their respective divisions.

In order to comply with Civil Service Commission guidelines further defining the selection criteria for EEO Counselors, Special Agents in Charge and Assistant Directors are instructed to designate one employee to act as EEO Counselor in addition to the Assistant Special Agent in Charge or Number One Man to the Assistant Director. While the sensitive nature of the duties involved requires the assignment of a very responsible individual, employees selected to perform this function should not be members of the office or division supervisory staff. The role of the counselor continues to be very significant in processing complaints of discrimination and Special Agents in Charge and Assistant Directors should review the counselor's responsibilities as set forth in Chapter 3 of Departmental Order 1713-4 and the Manual of Rules and Regulations, Part I, Section 10 G, 3 and 4, prior to selecting an employee to perform this function. The identities of those selected should be submitted to FBIHQ for approval on a UACB basis by November 25, 1974. Although current EEO Counselors have been exposed to the workings of the discrimination complaint process, provisions will be made for formal training of all counselors at a later date. Meanwhile, employees so designated should also be instructed to familiarize themselves with the role of the counselor in the complaint processing regulations. Once the selection is approved, the employee's identity must be included along with that of the ASAC or Number One Man, on the poster captioned "Federal Policy Is Equal Opportunity" located on key bulletin boards.

11/19/74

MEMORANDUM 55-74

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(E) RETURNING OF MANUALS TO FBIHQ -- Manuals that are returned to FBIHQ must be checked out (page by page) and certified that they are in an up-to-date condition. Form FD-474 must be attached to each manual returned. Any manual received at FBIHQ without proper certification will be returned. When checking manuals all discrepancies must be brought to the attention of the SAC. Each office will be required to maintain a complete set of manuals to be used as check manuals. Manuals assigned to the SAC or ASAC may be used for this purpose.

(Security pages attached)

11/19/74

MEMORANDUM 55-74

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(F) CLASSIFICATION AND DECLASSIFICATION OF NATIONAL SECURITY INFORMATION - EXECUTIVE ORDER 11652 --

Attention is directed to Revision 269 of the Manual of Rules and Regulations dated October 29, 1974, Part II, Section 4, which includes in pages 53 - 57B, a completely revamped and expanded set of instructions relative to the classification and declassification of national security data. This portion of the Manual now represents a comprehensive statement of existing Bureau policies and procedures in this area, including the requirements relative to the classification of intra-Bureau material which was initiated on May 1, 1974.

During recent months FBIHQ has noted several undesirable trends in the implementation of classification rules by the field, including a number of procedural errors on the part of various offices. Chief among these have been the following:

1. A tendency to overclassify material or to assign a higher classification level than necessary. Information should not be classified to protect sources unless it is worded in such a manner that disclosure would tend to jeopardize the particular source involved. If it could have originated with a variety of sources, classification should ordinarily not be used. Informant symbol numbers as such do not warrant classification. The "Confidential" category should suffice for the vast majority of FBI data regarding classification. The "Secret" level is to be applied on a selective basis and only where serious damage to national security could result such as the disruption of foreign relations significantly affecting national security or the disclosure of important intelligence operations. Some offices have adopted the practice of classifying most foreign intelligence matters at the "Secret" level irrespective of the significance of the case or the importance of informants utilized. This is undesirable and should be corrected.

2. Failure to include justification statement when basis for classification not clear and self-evident. A justification statement is necessary, for example, whenever a communication contains information attributed to two or more confidential sources.

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MEMORANDUM 55-74

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3. Failure to mark individual paragraphs or sections of a report or letterhead memorandum as to classification level. The rule is that individual paragraph markings should be included wherever this can be done conveniently and without time-consuming delay. It would appear that this could be easily done with regard to the vast majority of communications reporting on current investigations.

You should review the foregoing matters with appropriate supervisory personnel and insure that all employees who have occasion to prepare classified communications are thoroughly familiar with the revised provisions of the Manual of Rules and Regulations covering this area.

Clarence M. Kelley  
Director

11/19/74  
MEMORANDUM 55-74

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PERSONAL ATTENTION  
MEMORANDUM 10-73

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

March 6, 1973

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) CONTACTS WITH CONFIDENTIAL INFORMANTS -- In view of the expanding utilization of Title III installations against subjects involved in organized crime by other Federal agencies as well as state, county and local police departments, it is necessary to be most circumspect in contacting your informants. Telephonic contact with them at their homes or at their places of employment should in each instance be guarded to insure no disclosure is made of the informant's status and to avoid conversation that might be misinterpreted. This reminder should be brought to the attention of all Special Agent personnel immediately.

3/6/73

MEMORANDUM 10-73

(B) VOUCHER MATTER - USE OF CASH TO PROCURE DOMESTIC PASSENGER TRANSPORTATION SERVICES -- Effective March 1, 1973, all employees performing official travel will be required to use cash to procure transportation services, including excess baggage charges costing less than \$15.00 unless special circumstances exist which preclude the use of cash. Government Transportation Requests (GTRs) are to be used for transportation charges costing \$15.00 or more. Employees are to claim reimbursement of cash expenditures for transportation services on SF-1012 Travel Voucher. Receipts will not be required inasmuch as individual expenditures will be less than \$15.00. All employees who have occasion to perform official travel should be advised.

Appropriate manual changes will be forthcoming.

(C) FBI NATIONAL ACADEMY MATTERS -- In order to preclude any misunderstandings regarding applicants for the FBI National Academy, when notification is received from the head of an agency that he wishes to withdraw the application of a candidate for the National Academy, you should acknowledge this withdrawal in writing.

3/6/73

MEMORANDUM 10-73

(D) SPECIAL AGENT RECRUITMENT PROGRAM -- You are advised the recent freeze on hiring has now been lifted and Special Agent appointments will now be offered for Classes convening after April 1, 1973. The Classes for the remainder of Fiscal Year 1973 have been rescheduled as follows.

<u>Class Dates</u>	<u>Number in Class</u>
April 9, 1973	33
April 16	33
April 30	34
May 7	33
May 14	33
May 21	34
June 18	25

Continue to place emphasis on law applicants, accounting applicants, female applicants, members of minority groups and other applicants who appear to have outstanding qualifications. I would like to stress, however, the absolute necessity for recommending only those applicants for the Special Agent position who meet the high standards of personal appearance, personality and maturity. Investigations must continue to be penetrative and exhaustive and should establish the applicant's leadership ability, physical fitness, aggressiveness and ability to meet the public.

3/6/73

MEMORANDUM 10-73

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(E) COPYRIGHT MATTER -- SAC Letter 72-22, (B), dated 4/25/72, brought attention to the fact that as a result of the passage of Public Law 92-140, signed by the President 10-15-71, and providing for creation of a limited copyright for sound recordings (records or tapes), the Copyright Office, Arlington, Virginia, had advised the Alexandria Office that a time lag of 2 to 6 months existed at that time between receipt of a copyright application or a letter containing either notice of use or intention to use copyright material, and the actual preparation and indexing of a file card advising that same has been received.

The above time lag has become a source of difficulty in adequately handling on a timely basis the requests received by the Alexandria Office from other field offices. In addition, because of this time lag factor, many Agent man-hours are lost in handling repeat searches of the same titles.

In an attempt to overcome this situation which exists at the Copyright Office and to prevent unnecessary expenditure of Agent man-hours in making repeat searches of records, the following instructions are being instituted:

In the investigation of a Copyright Matter, the field office receiving the complaint should attempt to determine the actual producer of the bona fide version of the tape or recording involved and then set out a lead for the office covering the home office of that company to determine the copyright status of the sound recording. If a copyright is, in fact, held by that company, the company should be able to supply the copyright date and number from its company records. It should be noted that copyrights granted sound recordings are prefixed by the letter "N." Subsequently, verification could be made at the U. S. Copyright Office, Arlington, Virginia, by setting out a lead for the Alexandria Office. Additionally, since Public Law 92-140 provides as criteria for violation of the sound recordings section that "only those sound recordings fixed and published on or after 2-15-72, are eligible for registration," verification of the exact date the recording in question was fixed could be established from the home office of that company. A sound recording is "fixed" when the complete series of sounds constituting the work is first produced on a final master recording that is later reproduced in published copies.

3/6/73

MEMORANDUM 10-73

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Henceforth, it will be incumbent upon the office of origin in Copyright Matter cases to contact a reputable tape and record dealer in an effort to determine whether the allegedly illegal duplications are in fact duplications of recordings fixed after 2-15-72. Most record dealers have access to catalogs which provide basic information of this nature. Astute selection of recordings with prosecutive merit should be made to preclude investigative expenditure of Agent man-hours in the handling of leads.

Manual changes will follow.

3/6/73

MEMORANDUM 10-73

(F) DISPOSAL OF SURPLUS FURNITURE -- Bureau documents recently came into the possession of unauthorized persons apparently as a result of inadequate security in disposing of surplus furniture. In the future, when desks or other furniture that have held Bureau documents are declared surplus, the items should be thoroughly searched by both Agent and clerical personnel. Desks and other equipment should be first searched by an Agent when their use is discontinued. At the time property is declared surplus and transferred to another agency it should be searched by the property clerk, even though it has been locked and/or otherwise sealed in the interim between original search and disposal.

(Security page attached)

3/6/73

MEMORANDUM 10-73

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(G) USE OF CHARACTERS ON BUREAU COMMUNICATIONS -- With increasing frequency, FBIHQ is receiving communications bearing improper or misleading characters. The Internal Security, Revolutionary Activity, Civil Unrest, and Extremist Matter characters are being used on communications reporting the activity of individuals and organizations that should not be classified as revolutionary, subversive or extremist. This particularly occurs in communications containing information on demonstrations or other types of protest activity sponsored by groups which do not have revolutionary or subversive backgrounds. Information relating to protests by legitimate organizations in pursuance of their constitutional rights should not carry an Internal Security, Revolutionary Activity or other character implying that the FBI considers the groups to be a threat to the internal security or of a revolutionary nature. Bearing in mind that the FBI has no interest in individuals and organizations involved in legitimate dissent, where it is deemed necessary to report on activities of such groups, communications should bear the character "Miscellaneous - Information Concerning" followed by the parenthetical insertion of the interested Bureau division or section (see Manual of Rules and Regulations, Part II, Section 4, Item 14, page 3).

The above instructions are not intended to relieve you of the obligation of being aware of activity scheduled to take place in your territory where the possibility of civil disorder may occur as a result of disruptive elements. This type of activity should be followed through public and established sources to develop any possible violations of Title 18, U. S. Code, Sections 231, 2101, 2383 or 2384 or any other statutes over which the Bureau has investigative responsibility. In the event a potential for violence develops, the Bureau should be promptly advised. Any violation of Federal statutes should, of course, be submitted under appropriate caption.

This should be brought to the attention of supervisory and investigative personnel handling these matters to assure that current Bureau instructions are being followed.

L. Patrick Gray, III  
Acting Director

3/6/73  
MEMORANDUM 10-73

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 13, 1973

In Reply, Please Refer to  
File No.

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) PRODUCTION OR DISCLOSURE OF INFORMATION OR MATERIAL IN RESPONSE TO SUBPOENAS OR DEMANDS OF COURTS OR OTHER AUTHORITIES - ATTORNEY GENERAL ORDER NO. 501-73 -- Recent communications submitted pursuant to SAC Memoranda 8-73 (C) and 9-73 (B) have followed a trend of using language such as "The United States Attorney was advised of the subpoena, or request that Agents testify or produce material and he was advised of facts in the case. The United States Attorney offered no objections to Agents testifying. Agents will testify UACB."

The Attorney General's order requires approval of testimony or production or disclosure. Therefore, your communications should specify that the United States Attorney or Assistant United States Attorney advised you the testimony, production, or disclosure was approved or was not approved. The Attorney General's order places the burden on the United States Attorney to obtain such approval from the appropriate official.

Your responsibility in these matters was stated in SAC Memorandum 9-73 (B).

For your information, where the subpoena or demand arises in a Federal case, the Government attorney in charge of the litigation has been delegated authority to reveal and furnish such material and relevant documents or information secured by the FBI as he deems necessary or desirable in the litigation. However, this authority has specific limitations which are described in the Manual of Rules and Regulations, Part II, Section 8, pages 13 and 14.

Appropriate manual changes will follow.

3/13/73  
MEMORANDUM 12-73

(B) LEAVE WITHOUT PAY (LWOP) --

Effective immediately, all Division Heads are authorized to approve LWOP requests of the following types in the amounts shown: (1) marriage of the employee (maximum of one calendar week of LWOP in addition to accrued annual leave, with combined absence not to exceed three calendar weeks); (2) illness of employee after expiration of accrued sick leave and annual leave (initial maximum period of three weeks with additional requests requiring submission to Bureau Headquarters for approval); (3) serious illness or death in family (initial maximum period of two weeks with additional requests requiring submission to Bureau Headquarters for approval); (4) marriage prior to departure of fiancé for overseas military assignment or when spouse is to be shipped overseas or returns to this country following military assignment (such absence not to exceed thirty calendar days, including accrued annual but not advanced annual leave); (5) for participation in religious holy days; or (6) up to two full days during first 90 days of employment in emergency-type cases. Accrued annual leave must be used before LWOP is ever granted.

In above-type instances, FD-208 is still to be prepared, approved by the appropriate official, and filed in the individual personnel file of the employee requesting LWOP. Each Division Head will be accountable to insure LWOP requests approved at the divisional level fall within the above policy. LWOP is not to be granted for vacations or other personal reasons.

Only LWOP requests for a purpose outside or suspected to be outside the scope of the above policy or for periods exceeding the above limits must continue to be submitted to the Bureau (on FD-208) for consideration, with the Division Head's recommendation. Such requests should be submitted as far in advance of the proposed leave absence as possible in each case on a UACB basis. If circumstances of a given case preclude advance notice, the Bureau nevertheless is to be advised as soon as possible with your UACB recommendation. You should continue to encourage employees to accrue as much sick leave as they can and to keep annual leave in reserve for emergencies so that situations necessitating requests for LWOP will be kept to a minimum. Appropriate manual revisions will be prepared.

3/13/73

MEMORANDUM 12-73

- 2 -

(C) HOBBS ACT -- The Criminal Division of the Department has advised preliminary review of recent decision of U. S. Supreme Court in Hobbs Act case of United States v. Enmons, et al., indicates such decision rules against applicability of Hobbs Act to allegations of violence by union in labor strike when the objective of union is to obtain legitimate labor goals for existing employees such as increase of wages; however, this decision does not rule against application of Hobbs Act to alleged violence by union when illegitimate labor demands made such as payment for total wages of additional employees who are unwanted and unneeded. Results of this review will be sent to all U. S. Attorneys (USAs) in order that they can make determinations with respect to applicability of Hobbs Act concerning allegations received by Bureau relative to violence in union strikes. Complete analysis of foregoing decision of Supreme Court being made by Department with view to determining whether such decision will have any further effect on Bureau investigations.

Any complaints received by field offices regarding violence in union strikes should be discussed immediately with USAs in accordance with foregoing and Bureau should be advised promptly. Likewise, any pending Hobbs Act investigations concerning violence in union strikes should be discussed immediately with USAs and Bureau should be advised. In event USAs are not cognizant of mentioned Supreme Court decision, it should be suggested USAs may wish to confer with Criminal Division of Department.

Handbook and Manual changes will follow.

3/13/73

MEMORANDUM 12-73

(D) CAUTION STATEMENTS - FOREIGN INVESTIGATIONS -- Effective immediately all letterhead memoranda requesting investigation in foreign countries should include in its entirety any applicable caution statement. This regulation is being made to provide foreign authorities with full knowledge of the dangerous propensities of the individuals involved.

Manual changes are forthcoming.

(Security page attached)

3/13/73

MEMORANDUM 12-73

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(E) SECURITY AND EXTREMIST INFORMANTS - SUBMISSION OF PROGRESS/JUSTIFICATION LETTERS -- SAC Letter 71-19 (C) dated 5/4/71 and airtel to SAC, Albany, copy sent to all divisions, dated 6/30/71 captioned "Informant Designations - Security of Resident Agencies," instructed, among other things, that when it is necessary to set out the identity of an informant or source or any background information such as address, residence, etc., which would in itself tend to compromise the informant or source, such information must be sent by secure teletype (usually a nitel).

As a result of review of progress/justification letters (FD-401) at FBI Headquarters, it was determined that some divisions have not been complying with the above instructions. In particular, the position of an informant in a subversive organization should not be set out if it would easily pinpoint his identity. This type of information should be separately submitted by secure teletype. However, these instructions in no way lessen your obligation to submit an adequate progress/justification letter. This matter should be called to the attention of all Special Agents handling security and extremist informants and sources.

Manual changes follow.

L. Patrick Gray, III  
Acting Director

3/13/73

MEMORANDUM 12-73

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PERSONAL ATTENTION  
MEMORANDUM 18-73

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

April 24, 1973

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:

~~(A) EQUAL EMPLOYMENT OPPORTUNITY--PLAN OF ACTION FOR~~  
1973 -- Reference is made to SAC Letter 72-18 (B) dated, March 28, 1972, which enclosed a copy of the Bureau's Plan of Action for 1972. There is enclosed a copy of the Bureau's Plan of Action for 1973, which replaces that for 1972. You should carefully review the Plan and insure it is applied. You will be furnished additional copies of the Plan separately and copies should be made available to employees and the public upon request.

Your attention is directed to Objective Number 73-2, Item A, which specifically states that the Office of Equal Employment Opportunity Affairs will maintain statistical data on the accomplishments of field offices with respect to the number of minority individuals recruited for all positions and women for the position of Special Agent, as well as the number of minority employees and female Special Agents working in each office. While it is recognized that assignments of Special Agents are decided at FBIHQ, Special Agents in Charge will be expected to insure that representative numbers of minority group employees are included on the clerical staffs of their offices. Additionally, although not specifically mentioned in this year's Plan, Special Agents in Charge will be expected to continue to utilize minority Special Agents in recruitment activity. Also where practicable, continue to give consideration to utilizing minority clerical employees in connection with radio and television broadcasts. This is fully consistent with the Bureau's positive Equal Employment Opportunity Program which is set out in detail in Part I, Section 10, of the Manual of Rules and Regulations.

I want to make it completely clear that although we have no numerical goals as such for the recruitment of minorities, the Bureau does have a continuing basic goal to sustain a steady and substantial increase of employees representing all minorities in all assignments throughout the service. As an organization representing all Americans, the Bureau should be as representative of the American public as possible.

(Security page attached)

4-24-73  
MEMORANDUM 18-73

(B) ARAB TERRORIST ACTIVITIES - INTERNAL SECURITY - MIDDLE EAST -- You were advised by teletype dated March 19, 1973, of information received indicating possible targeting of FBI personnel by members or sympathizers of Al Fatah for violent measures such as letter bombs.

In view of this information, immediate steps should be taken to strengthen security regarding publication of home addresses and home telephone numbers of our personnel and the identification of our employees as members of the FBI. All investigative personnel should be encouraged to obtain unlisted telephone numbers. All Agents assigned to investigations involving Al Fatah members or sympathizers should be furnished full details, including descriptive material, concerning letter bombs so that they may properly caution other members of their families who might receive mail at their residences. All personnel, particularly those in switchboard and information-type assignments, should have reiterated to them the proper procedures for answering inquiries concerning employees. It should be made clear to all employees that residence addresses or other personal data should not be divulged and any inquiries for same should be routed through supervisory personnel for appropriate evaluation.

L. Patrick Gray, III  
Acting Director

Enclosure for (A)

4-24-73

MEMORANDUM 18-73

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FEDERAL BUREAU OF INVESTIGATION

EQUAL EMPLOYMENT OPPORTUNITY  
PLAN OF ACTION - 1973

There follows the Bureau's Plan of Action for 1973 with regional adaptations. It is designed to supplement our overall program and to emphasize to all employees at every level in our organization what the Bureau is focusing on in particular in the Equal Employment Opportunity Program this year. The Plan is responsive to the overall Plan of Action published by the Department of Justice and fulfills the requirement for regional plans as called for by the Equal Employment Opportunity Act of 1972. The objectives are identical for all four regions with the exception of Objective 73-2 which targets particular minorities in accordance with regional population patterns. The effectiveness of the Plan depends on the wholehearted support of everyone. The Plan sets forth certain specific supervisory responsibility which Division Heads and officials in charge must insure is applied. This Plan should be a topic during the discussion of Equal Employment Opportunity in conferences as called for by the Manual of Rules and Regulations.

OBJECTIVE NUMBER 73-1: ORGANIZATION AND ADMINISTRATION

- A. The Equal Employment Opportunity Officer, Personnel Officer and officials in charge of FBIHQ and field divisions will insure that all employees are aware of the FBI's commitment to Equal Employment Opportunity.

Target Date - Continuing

- B. The Director will assign at least one full-time employee to the development of positive EEO programs.

Target Date - 1/1/73

- C. Management Training and Executive Development Training sessions for supervisory personnel will include information advising them of their responsibilities in connection with Equal Employment Opportunity.

Target Date - Continuing

Equal Employment Opportunity  
Plan of Action - 1973

- D. Orientation and training programs for new employees and regularly scheduled conferences for other employees as called for by the Manual of Rules and Regulations will include information on this Bureau's Equal Employment Opportunity Program.

Target Date - Continuing

OBJECTIVE NUMBER 73-2: TO INSURE AND SUSTAIN RECRUITMENT ACTIVITY DESIGNED TO REACH AND ATTRACT MINORITY CANDIDATES FROM ALL LOGICAL AND PRODUCTIVE SOURCES

FBIHQ Responsibility:

- A. The Office of Equal Employment Opportunity Affairs will maintain statistical data on the accomplishments of field offices with respect to the number of minority individuals recruited for all positions and women recruited for the position of Special Agent during a given period and the number of minority employees and female Special Agents working in each office. In each region particular attention will be paid to the minority group classification of employees entering on duty as compared to the numbers in which they are concentrated in that area.

Target Date - Beginning 1/30/73

- B. Office of Equal Employment Opportunities Affairs representatives visit field offices, assess programs and efforts directed toward recruitment of minorities and women and meet with influential minority community leaders and women to demonstrate the sincerity of the FBI in desiring to attract more minorities and women to our service, and secure suggestions. These visits by OEEOA representatives hopefully will provide a basis for follow up by field offices with influential minority community leaders and women who may be in a position to assist our efforts. Officials in charge of field offices must fully realize, however, that the actual recruiting responsibility still lies with the field offices and any activities by OEEOA representatives are only a supplement to field office recruitment programs.

Target Date - Beginning 1/30/73

- C. Each new Special Agent entering on duty or already assigned to a field office who returns to FBIHQ for in-service training, who is a member

Equal Employment Opportunity  
Plan of Action - 1973

of a minority group or is female, is interviewed by representatives of the Office of Equal Employment Opportunity Affairs in order to make it perfectly clear that the Bureau is interested in attracting candidates from among minority groups and women and to encourage him or her to be on the alert for and refer potential candidates to the Bureau for consideration.

Target Date - Continuing

Field Office Responsibility:

- A. All offices continue a positive Equal Employment Opportunity recruiting program aimed primarily at circulating opportunities in the FBI for members of minority groups and women (for the position of Special Agent) and attracting those interested and qualified.

Target Date - Continuing

- B. Each official in charge of a field office is held accountable for identifying logical and specific sources of minority applicants and female Special Agent applicants in his office's territory and making those sources as productive as possible.

Target Date - Continuing

- C. All offices refer to suggested means of attracting members of minority groups set forth in the Manual of Rules and Regulations. However, it is emphasized these suggestions are by no means all-inclusive but are to be supplemented consistent with the situation in and the effort of each individual field office.

Due to the mobility of today's society there is increased likelihood of attracting minority individuals from areas in which they are not concentrated in significant numbers. This is particularly true as concerns those individuals having qualifications for the Special Agent position as evidenced by a number of employees drawn to our rolls from such areas. Though the following regional adaptations call for recruitment efforts to be

Equal Employment Opportunity  
Plan of Action - 1973

directed toward specific minorities in accordance with their numerical concentrations in each region, officials in charge must make certain that recruiting information reaches all minority groups, whether concentrated in significant numbers or not. Refer to the attached map for regional breakdowns. In all regions, efforts must be made to recruit women. In all regions, officials in charge refer to items A through C under field office responsibility.

SOUTHWEST REGION

As indicated by minority concentration patterns particular attention should be given to recruitment of Spanish-Surnamed, Blacks, American Indians and Asian Americans.

NORTHWEST REGION

Minority concentration patterns indicate particular efforts should be directed primarily at recruitment of Blacks, Asian Americans and American Indians.

NORTHEAST REGION

As indicated by minority concentration patterns particular attention should be directed toward recruitment of Blacks, Spanish-Surnamed and Asian Americans.

SOUTHEAST REGION

Minority concentration patterns indicate particular attention should be directed toward recruitment of Blacks and Spanish-Surnamed.

Equal Employment Opportunity  
Plan of Action - 1973

OBJECTIVE NUMBER 73-3: MAXIMUM DEVELOPMENT, UTILIZATION,  
AND ENHANCEMENT OF EMPLOYEE SKILLS

- A. Those selected for advancement at all levels must be best qualified and selections must be justified and approved at FBI Headquarters.
1. Continue consideration of all logical candidates.
  2. Division Heads and officials in charge of field offices continue procedure of justifying passing over all logical candidates with greater seniority and those with less but with substantial records of performance.
  3. Continue operation of Promotional Availability List applicable to employees assigned to FBI Headquarters.

Target Date - Continuing

- B. Continue utilization of preference lists, i. e., office of preference and assignment preferences, and special canvasses in making assignments where exigencies of the service indicate.
- C. Counseling
1. All employees, especially minority group and women employees in connection with this Plan, should be made to clearly understand that it is an objective of the Bureau that each employee aspire to and reach that level of accomplishment in terms of grade and/or position commensurate with his potential, ability, and, of course, vacancies.
  2. Employees are encouraged to establish goals and avail themselves of counseling they desire in attaining goals. Immediate supervisors will endeavor to provide counseling sought but will also readily

Equal Employment Opportunity  
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refer the employee to other logical sources of counseling as the situation indicates up through the Division Head or official in charge of the field office, and at FBI Headquarters to the Personnel Officer, Veterans Counselor or Equal Employment Opportunity Officer. Employees are invited to unhesitatingly seek counseling they need under the circumstances.

3. Division Heads, officials in charge of field offices, and all supervisors should on a continuing basis encourage employees to attain additional education to improve their potential for advancement and should be especially alert to assure appropriate counseling is afforded to minority employees and women who demonstrate they have the basic potential for career advancement.
4. Continue annual report via FD-311 of employees who will be qualified for the Special Agent position within the next two years.

Target Date - Continuing

- D. Personnel Office will develop a plan for identifying employees whose skills are underutilized or non-utilized and so advise the Director of Personnel and Training for the Department of Justice.

Target Date - 4/1/73

- E. Personnel Office will submit to the Director of Personnel and Training for the Department of Justice semi-annual progress reports on implementation of the above-mentioned plan.

Target Date - Semi-annually beginning 10/1/73

OBJECTIVE NUMBER 73-4: DISCRIMINATION COMPLAINT PROCESSING

- A. Insure all employees are aware that if they believe they have been discriminated against because of race, color, religion, sex, or national origin and they wish to have the issue resolved it must first be brought to the attention of the Equal Employment Opportunity Counselor in the division or field office in which the alleged discriminatory act occurred.

Target Date - 2/15/73

Equal Employment Opportunity  
Plan of Action - 1973

- B. The Bureau assures prompt consideration and processing of any employee's complaint of discrimination. Division Heads and officials in charge of field offices make certain that employees are aware of the identities of the Bureau's Equal Employment Opportunity Officer, Equal Employment Opportunity Counselor for the division or field office involved, the Bureau's Federal Women's Program representative and the time limit for contacting the EEO Counselor for resolution of a discrimination matter.

Target Date - 2/15/73

OBJECTIVE NUMBER 73-5: TO PROVIDE TRAINING, ADVICE, INCENTIVES, AND PERFORMANCE EVALUATION TO ASSURE PROGRAM UNDERSTANDING AND SUPPORT BY SUPERVISORY PERSONNEL

- A. Administrative Division will review program results, including statistical data on minority employee recruitment and individual performance ratings and accomplishments to determine if individual supervisors are eligible for commendation or greater recognition for Equal Employment Opportunity achievement. Division Heads and officials in charge recommend commendation or greater recognition where merited.

Target Date - Continuing

- B. Office of Equal Employment Opportunity Affairs will review each record of investigation and hearing on any complaint of discrimination originating within the Bureau and analyze unfavorable trends as they concern employee grievances to determine if additional Equal Employment Opportunity training is indicated for individual supervisors or groups of supervisors or for entire organizations and if so, recommend and coordinate appropriate training with Training Division.

Target Date - Continuing

- C. Office of Equal Employment Opportunity Affairs will cover Equal Employment Opportunity Program with each in-service training class

Equal Employment Opportunity  
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to insure field Agents are fully cognizant of the importance of this program, organizational needs and any revised policy considerations. Equal Employment Opportunity matters will also be discussed with each Management Training class and each Executive Development class in order to insure that individuals in executive positions and in the executive development flow are aware of the importance of this program and their responsibilities in connection therewith.

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Target Date - Continuing

- D. The Assistant Director in charge of the Administrative Division will cover the importance of the Equal Employment Opportunity Program and the emphasis that it is to be given in his annual conference of field inspectors.

Target Date - 1/15/73

- E. The importance of the Equal Employment Opportunity Program is covered during field office inspections and conferences.

Target Date - Continuing



Northwest

Northeast

Southwest

Southeast



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

June 5, 1973

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) MOTOR VEHICLE AND DRIVER'S LICENSE BUREAUS - FILE CHECKS -- With regard to checking the records of Motor Vehicle and Driver's License Bureaus throughout the country, 36 field offices covering 21 states and the District of Columbia, now have the telecommunications equipment in their space affording immediate access to automated motor vehicle files.

Effective immediately, therefore, in a Bureau investigation when a check of such records is desired, noting same may be particularly useful in fugitive cases, a communication should be directed to the office covering the state capital (except Illinois - Chicago) requesting that a computer search be made. The printout information obtained from such a check should be returned with a copy of the request to the requesting office or if check is negative, a copy of the letter should be returned marked accordingly.

The communication requesting the inquiry should contain the same background which has previously been furnished directly to the Motor Vehicle Bureaus.

In connection with those states wherein FBI offices do not have the telecommunications equipment, or where the Motor Vehicle Bureau files have not been automated (29 states listed hereinafter), you should continue to direct a letter to the appropriate Motor Vehicle Bureaus requesting a physical check of such records.

Alabama	Idaho	Nebraska	Rhode Island
Alaska	Indiana	Nevada	South Carolina
Arkansas	Iowa	New Hampshire	South Dakota
Colorado	Kentucky	New Jersey	Utah
Connecticut	Maine	New Mexico	Vermont
Delaware	Mississippi	North Dakota	West Virginia
Hawaii	Montana	Oklahoma	Wisconsin
			Wyoming

A proposed format for such letters is attached. Manual changes will be forthcoming.

(Security pages attached)

6/5/73

MEMORANDUM 25-73

(B) CLASSIFICATION OF NATIONAL SECURITY INFORMATION - EXECUTIVE ORDER 11652 -- Bureau has followed practice of classifying letterhead memoranda and reports which disclose an interest in a foreign diplomatic official or establishment. This is based on presumption that unauthorized disclosure of this type data would damage U. S. relations with country concerned. The following instructions are aimed at establishing uniform policy in this regard: Letterhead memoranda or reports should be classified if they disclose FBI interest in foreign diplomatic officials or establishments, foreign government employees, foreign exchange participants, or officials and/or employees of international organizations. This applies even though communications do not specifically reveal an investigative interest, but do disclose that the FBI is collecting information on a foreign official, establishment, et cetera, e. g. , a transmittal letter or form which contains no substantive information but does show the title and character of a case (i. e. , "Soviet Mission to United Nations").

Under ordinary circumstances such communications should be exempted from automatic declassification, exemption category (3), i. e. , information relating to disclosure of a foreign relations matter. However, in those cases where a communication is classified both on the grounds that it discloses an interest in a foreign official, establishment, et cetera, and tends to disclose intelligence sources or methods, category (2), both applicable exemption categories should be shown, i. e. , (2) (3).

Communications which are classified to protect our interest in foreign officials, establishments, et cetera, should be classified CONFIDENTIAL unless the subject matter involved merits a higher classification.

This matter should be brought to the attention of interested Agent and clerical personnel. Advise FBIHQ, attention Document Classification Officer, if you have any questions.

6/5/73  
MEMORANDUM 25-73

- 2 -

(C) VISITORS TO THE PEOPLE'S REPUBLIC OF CHINA -- In order to more effectively fulfill our counterintelligence responsibilities in the Chinese investigative field and based on the volume of cases currently under investigation and the manpower available to handle these investigations, you should immediately utilize the following guidelines concerning investigations of visitors to the People's Republic of China (PRC):

Unless information is contained in field office files dictating otherwise, you should institute active investigation concerning only those males of Chinese descent between the ages of 25 and 55 at the time of their visit to the PRC. These persons should be assessed as both a security risk and for source potential to be utilized against the PRC.

Regardless of age, sex, and ethnic background, individuals whose occupations and professions would make them attractive to PRC intelligence should be investigated and assessed for source potential to be utilized against the PRC. These should include, but not necessarily be limited to, engineers, medical doctors and individuals with advanced degrees in the field of science, including professors. Bureau authority must be obtained prior to instituting investigations of professors at educational institutions.

During the course of the investigation, determine employment and whether subject has access to classified and/or sensitive information and determine status of health, along with indicators of his potential and amenability to being activated as a source or double agent against the PRC.

Effective immediately SACs may authorize interviews of travelers to the PRC unless significant derogatory information exists, you desire to conduct the interview prior to subject's travel, or the individual falls in categories outlined in Section 105 A, Item 6, Manual of Instructions. These interviews must be conducted in a fashion which will not jeopardize sensitive Legat, Hong Kong, sources providing information regarding travel to the PRC.

6/5/73

MEMORANDUM 25-73

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It is desired you immediately institute review of all pending cases involving travel to the PRC and close those cases administratively which do not fall within the above guidelines. Advise the Bureau by routing slip under individual case caption concerning each case closed by your office, referring specifically to this SAC memorandum as authority for so doing. Your review should be completed, including notification of the Bureau in each closed case, within 30 days of receipt of this memorandum.

Appropriate manual changes follow.

William D. Ruckelshaus  
Acting Director

Enc. for (A)

6/5/73  
MEMORANDUM 25-73

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

(City and State)  
(Place for date)

TO ALL MOTOR VEHICLE REGISTRATION  
AND DRIVER'S LICENSE BUREAUS

RE: (Name)  
(Aliases)

The Federal Bureau of Investigation is attempting to locate the following-described person in connection with an investigation being conducted by this Bureau:

Date of Birth:  
Place of Birth:  
Race:  
Sex:  
Height:  
Weight:  
Hair:  
Eyes:  
Social Security Number Used:

It is requested that a search be made of your records to determine if the above-captioned individual presently holds a driver's license or has an automobile registered within your state in his true name or alias. If your records contain no information concerning this person, no reply is necessary.

Your coopération in this matter is appreciated.

Very truly yours,

(Name)

Special Agent in Charge



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

July 31, 1973

## MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE

(A) EXTREMIST INFORMANT PROGRAM -- Effective immediately changes in the Extremist Informant Program as set out below are to be implemented.

The revised Extremist Informant Program eliminates the urban (ghetto) informant category and will now be limited to the following three categories:

- (a) potential extremist informant (PEI)
- (b) extremist informant (EI)
- (c) confidential source-extremist (CS-E)

Potential Extremist Informant:

A PEI is an individual who is in a position to furnish information concerning extremist activities of individuals and organizations. A PEI should also be utilized to furnish information of an extremist nature in those geographical areas where there is a potential for violence.

The personal authority of the SAC is necessary to designate and operate an individual as a PEI with exceptions as noted below. These informants are to be operated for a period of not more than one year and not less than six months providing their potential is such that it appears they will qualify for elevation to EI. The PEI must be discontinued immediately following a determination that he has no future potential as an EI.

The following are exceptions to the SAC's authority for granting the approval of the operation of a PEI. If any of the following conditions exist, the SAC must obtain authority from FBIHQ prior to operating any individual as a PEI:

1. Any individual in a sensitive position (i. e. news media, educational field or any other field where disclosure as an informant could cause concern to the Bureau).

7/31/73

MEMORANDUM 31-73

2. Any individual contemplating membership in, being considered for membership in, or presently in an extremist organization.

3. Any individual who has been charged with a felony violation in the past five years.

4. Any individual who is presently under indictment or is on probation or parole, Federal or local.

5. Any individual with an unsavory background yet who is in a position to furnish uniquely valuable information not available from other sources.

The SAC has authority to authorize payments to PEIs in the amount of up to \$400. Additional payment authority must be obtained from FBI Headquarters.

Bureau authority is necessary to elevate a PEI to an EI. The field recommendation must contain full justification. If PEI does not qualify as an EI within one year, he is to be discontinued.

Extremist Informant:

An EI is an individual who has been operated as a PEI for at least six months (in order that his reliability can be properly evaluated) and is furnishing extremist information on a regular basis whether it be concerning an extremist organization or an unaffiliated extremist. In order to elevate a PEI to an EI, he must have produced authentic data on extremist activities and be in a position to continue furnishing extremist intelligence information.

Confidential Source-Extremist:

A CS-E is an individual who is willing to cooperate with the Bureau by furnishing extremist information coming to his attention by virtue of his position in the community, by his employment, or in view of his background. This individual, whose identity must be protected, will not be actively seeking information on behalf of the Bureau. Prior to operating anyone as a CS-E, advise FBI Headquarters of the individual's identity and the type of information he is to furnish on a UACB basis.

7/31/73

MEMORANDUM 31-73

- 2 -

CS-Es are not to be kept in a pending status unless they are furnishing information on a regular basis. Sources reporting infrequently may be operated from a pending file with a provision for closing after a fixed period of inactivity, out of a dead file or out of a control file. Each SAC should determine which method of operation is best suited for his individual needs. You may also desire to establish an informant map which will clearly depict coverage in any geographical area within your division.

You are instructed to carefully evaluate each of your urban (ghetto) informants to determine if they should be considered for redesignation as EIs, PEIs, CS-Es, directed to the Security or Criminal Informant Programs, or discontinued altogether. This should be handled promptly and be completed within sixty days of receipt of this communication.

Under the revised program no individual is to be operated as an EI or a PEI solely because he is in a "listening post" position. It is your responsibility to insure that there is informant coverage in those geographical areas where there is a potential for violence. Alert all Special Agent personnel to the need for developing information where there is a potential for violence. Instruct those Special Agents not directly involved with extremist matters to refer those individuals who may possess information of potential violence to the Extremist Supervisor in order that the informant potential of these individuals may be assessed.

Those informants currently carried as probationary extremist informants should either be designated as PEIs or elevated as EIs.

Appropriate Manual changes follow.

Clarence M. Kelley  
Director

7/31/73  
MEMORANDUM 31-73

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## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 28, 1973

MEMORANDUM TO ALL SPECIAL AGENTS IN CHARGE:**(A) DEVELOPMENTS IN THE ROLE OF THE FBI LABORATORY --**

As I have had the occasion to personally inform many of you, I am firmly committed to the management practice which insures that our top field, as well as Headquarters, officials be fully cognizant of important and significant matters which affect the Bureau. In keeping with this, you will be informed, on a periodic basis, of matters discussed at the Executives Conference meetings held at Headquarters, attended by the Assistant Directors and other top Headquarters officials. Such a meeting was held November 27, 1973, and a topic was discussed which I thought would be of interest to all of you.

Bureau Headquarters recently conducted a survey of the local crime laboratories throughout the United States. Much of the information derived was obtained with the assistance of the field. It was determined that there are presently 180 local laboratories operated for law enforcement purposes, staffed by approximately 3,000 criminalists. While a number of the laboratories are of considerable size, the majority are relatively small and our initial survey developed that they have a great need for training to improve their technical proficiency.

As a result of this survey, the Bureau decided to host a symposium on crime laboratory development, financially assisted by the Law Enforcement Assistance Administration. This is being held at the FBI Academy at Quantico, Virginia, from December 3 to 6, 1973, and you are being separately furnished information relative to publicity on this symposium. This occasion will bring together representatives from many of these laboratories throughout the country to determine how the FBI can best assist them in doing a better job.

We must recognize that regional laboratories will proliferate because of the needs of local law enforcement in improving technology, and it will be necessary for the Bureau, in meeting the needs of these regional laboratories,

MEMORANDUM 53-73  
11/28/73

to adjust its position accordingly. Because of the reputation of the FBI Laboratory, and the professional standing of its staff, the Bureau is in an excellent position, through providing training, consultation and research support, to retain its preeminence in the forensic field.

It is anticipated that some reorganization of the FBI Laboratory will be undertaken to make available those qualified to provide instruction to local laboratory personnel and thereby make them better qualified in their chosen field. We are also exploring the possibility of obtaining fellowships which will assist such individuals in defraying the necessary costs of such schooling at Bureau Headquarters.

I thought you would be interested in the foregoing information, and I would welcome any constructive suggestions you might have for improving the Bureau's activities in this area.

Clarence M. Kelley  
Director

PERSONAL ATTENTION

SAC LETTER 72-1

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 4, 1972

(A) FBI LAW ENFORCEMENT BULLETIN -- The Bureau needs the full cooperation of each division to maintain high-quality material in the Bulletin. Your attention is directed to SAC Letter 71-1, dated 1-5-71, for detailed instructions on the submissions of suggestions for articles. As shown in SAC Letter 71-1, each field office is assigned to one of three groups and should submit three suggestions for by-line articles for each state in its territory. Offices in Group 1 should submit their suggestions to reach the Bureau by February 21, 1972; Group 2 by June 20, 1972; and Group 3 by October 20, 1972.

Make certain that your office meets the Bureau deadline for submission of suggestions, and be sure that you follow up requests for articles from officials in your area. In making suggestions, look for the best material available from appropriate sources in your territory. Also be alert for outstanding addresses and lectures by judges, prosecuting attorneys, and other public officials having a legitimate interest in law enforcement. Some of these can be adapted for use in the Bulletin.

1/4/72  
SAC LETTER 72-1

(B) CRIMINAL INFORMANT PROGRAM -- A review of recent requests received at the Bureau for lump sum payments to informants indicates that in some instances the amount requested is excessive. In view of current budgetary limitations, steps must be taken to be much more restrictive in requests made for lump sum payments. Each such request must be most carefully reviewed by you before submission to the Bureau.

For your information, as a result of the President's economy program, the Bureau's Fiscal Year 1972 appropriations have been reduced by \$3.6 million. In addition, the Bureau has recently been cut back in its requests for funds for Fiscal Year 1973 in an amount of \$6.3 million.

The above makes it incumbent upon each office to be most Spartan in its review and submission of requests for payments to informants for services as well as expenses.

1/4/72  
SAC LETTER 72-1

(C) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION (PPC) - 1971 -- I am pleased to announce the results of the 1971 FBIRA-sponsored Interoffice Firearms Competition (PPC). The Denver Division won the overall competition with an average score, including handicap, of 101.63 (93.01 + 8.62). The "J. Edgar Hoover Practical Pistol Course Trophy" is being sent to Denver where it will remain until the winner of the 1972 Competition is determined. A plaque is also being forwarded to Denver which is to be permanently retained by that Division.

In addition to the overall winner, plaques for permanent retention will be presented to the second- and third-place winners, El Paso - 101.29 (93.69 + 7.60) and Omaha - 101.13 (94.57 + 6.56) respectively. Again this year, divisions were divided into groups according to the Agent participation and the office having the highest average, plus handicap, in each group is being cited for "honorable mention." Excluding the first three winners, the division in each group winning the citation is as follows:

	<u>Net</u>	<u>Gross</u>
Group 1 - Baltimore	92.76	99.39
Group 2 - Dallas	93.82	99.77
Group 3 - Columbia	92.05	98.96
Group 4 - Honolulu	93.32	100.77

The relative standing of each office, according to group, is as follows:

1/4/72

SAC LETTER 72-1

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<u>Group 1</u>		<u>Net</u>	<u>Gross</u>	<u>Group 2</u>		<u>Net</u>	<u>Gross</u>
1.	Baltimore	92.76	99.39	1.	Dallas	93.82	99.77
2.	Detroit	94.28	99.21	2.	Milwaukee	95.01	98.83
3.	Miami	92.20	98.93	3.	Pittsburgh	93.16	98.63
4.	Cleveland	91.51	98.77	4.	Buffalo	93.15	98.60
5.	New Orleans	92.32	98.44	5.	Tampa	92.48	98.23
6.	Newark	93.36	98.17	6.	Oklahoma City	91.16	98.20
7.	Boston	91.99	98.00	7.	Springfield	92.38	98.06
8.	Indianapolis	91.93	97.78	8.	Minneapolis	92.76	98.01
9.	Kansas City	92.13	97.58	9.	Cincinnati	91.95	97.82
10.	Chicago	92.51	97.57	10.	Seattle	91.85	97.78
11.	Philadelphia	90.42	97.26	11.	Atlanta	91.81	97.40
12.	Los Angeles	91.44	97.20	12.	Sacramento	90.80	97.16
13.	Washington Field	90.39	97.03	13.	New Haven	90.14	96.50
14.	New York	88.16	96.89	14.	San Diego	89.17	95.83
15.	Seat of Government	88.65	96.30				
16.	San Francisco	88.75	95.86				
<u>Group 3</u>		<u>Net</u>	<u>Gross</u>	<u>Group 4</u>		<u>Net</u>	<u>Gross</u>
1.	Columbia	92.05	98.96	1.	Honolulu	93.32	100.77
2.	Houston	91.43	98.06	2.	Norfolk	94.52	100.51
3.	Charlotte	92.96	97.97	3.	Savannah	93.38	100.48
4.	San Antonio	90.50	97.91	4.	Knoxville	94.79	99.65
5.	Jackson	90.58	97.88	5.	Richmond	90.86	98.90
6.	Las Vegas	94.42	97.86	6.	Mobile	93.14	98.76
7.	Louisville	90.68	97.79	7.	Butte	93.23	98.30
8.	St. Louis	90.80	97.68	8.	Albuquerque	92.92	98.05
9.	Alexandria	89.93	97.25	9.	Little Rock	91.86	97.62
10.	Jacksonville	90.81	97.23	10.	Salt Lake City	93.74	97.49
11.	Memphis	90.26	97.13	11.	Anchorage	94.14	96.00
12.	Portland	92.36	97.12				
13.	Phoenix	90.99	96.66				
14.	Birmingham	89.63	96.50				
15.	Albany	87.53	94.84				
16.	San Juan	88.40	94.32				

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SAC LETTER 72-1

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The increase in participation by Agent personnel and the enthusiasm generated in the overall competition for the "J. Edgar Hoover Practical Pistol Course Trophy" are indeed heartening. This year the overall average for Special Agents participating was 91.12.

1/4/72

SAC LETTER 72-1

(D) ARMED SPECIAL AGENTS ON BOARD AIRCRAFT - CRIMES ABOARD AIRCRAFT -- Recent instances have been reported wherein Bureau Agents on official business traveling by air upon boarding commercial flights have been requested by the pilot to surrender their weapons and/or cartridges to the custody of the pilot until the Agent arrives at his destination. Agents are not to surrender their weapons upon request to flight captains.

Pilots making a request of this nature are in direct opposition with provisions in Title 49, U. S. Code, Section 1472, and Federal Aviation Administration regulation in Air Security Bulletin 71-1, paragraph 6b. A copy of the Federal Aviation Administration Bulletin was previously furnished as an enclosure to SAC Letter 71-11 (C) entitled "Crime Aboard Aircraft - Safety of Passengers and Crew."

To preclude similar incidents from occurring, the Special Agent in Charge, or in his absence the Assistant Special Agent in Charge, in field divisions wherein the home office of a major U. S. commercial carrier is located is contacting the appropriate executive airline official, higher than the carrier's security officer, to advise him of the FBI Agents' authority to be armed while on official business and traveling via air transportation. Promptly advise the Bureau of difficulties stemming from Agents being armed traveling by air carrier on official business.

1/4/72

SAC LETTER 72-1

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(E) RADIO AND TELEVISION COVERAGE IN CONNECTION WITH ON-THE-SPOT LOCAL PRESS RELEASES -- As you are aware, Special Agents in Charge and Assistant Special Agents in Charge are permitted to submit to live, filmed and tape-recorded interviews in connection with the issuance of local on-the-spot press releases but are not permitted to make such appearances when issuing national press releases without prior Bureau authority. In the future when submitting to such interviews in connection with local releases, every effort should be made to have the filming or recording done under the most advantageous conditions with reference to acoustics, location, and general overall appearance of the area where such are made.

1/4/72

SAC LETTER 72-1

(F) CURRENCY LIST - FORM FD-339 - TELECOPIER TRANSMISSION -- Currency List Form FD-339 has been revised so that its size now permits immediate transmission to the Bureau by Telecopier equipment. A limited supply of the revised form is being forwarded under separate cover. Additional forms will be forwarded when received from printer. You should destroy outdated supply of forms on hand at this time. Changes to the Manual of Instructions will be forthcoming.

You should insure that appropriate personnel are fully cognizant of these instructions.

(Security Letter on attached page)

1/4/72

SAC LETTER 72-1

- 5 -

(G) YOUNG WORKERS LIBERATION LEAGUE -- SECOND NATIONAL CONVENTION -- The Young Workers Liberation League (YWLL), youth group of the Communist Party, USA, plans to hold its Second National Convention on April 14-17, 1972, in Chicago, Illinois. Prior to the National Convention, the various sections will hold conventions to elect delegates for the National Convention and prepare resolutions to be presented at the National Convention. Delegates are to be selected on the basis of one delegate for every four members or major fraction thereof. "Members" referred to above means dues-paying members who have been members in good standing for the six-month period prior to the Convention (figured from October 15, 1971). The YWLL expects approximately 150 delegates to attend the Second National Convention.

Identification of these delegates is essential and should provide an indication of the number of dues-paying members in each section. Special efforts must be made to determine exactly where the Second National Convention will be held in Chicago, details of resolutions prepared in each section, and how delegates will vote on controversial issues at the National Convention. Each office must instruct informants to be alert to obtain the desired information.

The Bureau; New York, as office of origin; and Chicago, as office covering site of Convention, must be kept currently advised of pertinent developments. Offices covering cities where section conventions will be held must insure appropriate coverage is provided to establish the information needed to fulfill our responsibilities. At the conclusion of each section convention, submit results to Bureau, New York, and Chicago in form suitable for dissemination.

Very truly yours,

John Edgar Hoover

Director

1/4/72

SAC LETTER 72-1

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

January 11, 1972

(A) FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS FOR 1972 -- By June 1, 1972, you should advise the Bureau, Attention: Training Division, of the plans for the 1972 retraining sessions for graduates of the FBI National Academy. If your retraining session will be held in advance of that time, the Bureau should be given at least 30 days' notice. It is necessary that you furnish the names of all proposed outside speakers and the site of the session in advance for approval by the Bureau. All correspondence should be submitted on an unless-advised-to-the-contrary-by-Bureau (UACB) basis.

Emphasis should be placed on subject matter that is timely and will be of value and interest to those in attendance. Your personal attention should be given to planning for an outstanding session.

A Sectional Retraining Session will be held in Section II (Central States) from July 9-12, 1972, at the Red Carpet Inn, Milwaukee, Wisconsin. To assist the host chapter and the Milwaukee Office, Special Agents in Charge of field offices located in states making up Section II should make certain that all eligible graduates in their territory are aware of the retraining session in Wisconsin. Graduates should be encouraged to make reservations early to assist in proper planning for the success of this Sectional Retraining Session. Any graduate in good standing is welcome to attend Sectional Retraining Sessions whether or not he works in that Section.

Chapter Retraining Sessions should not be scheduled in Section II during 1972. Graduates from the Central States, as well as from all chapters, should be invited to participate in your Field Firearms Program and other Bureau functions.

1/11/72  
SAC LETTER 72-3

(B) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1972 -- Attached are copies of the Field Firearms and Defensive Tactics Training Program for the 1972 calendar year.

Relative to ammunition orders, you should estimate your ammunition needs as accurately as possible, taking into consideration National Academy associates who attend field firearms training sessions. Ammunition orders for the period of August 1, 1972, to January 31, 1973, should be submitted to reach the Bureau no later than May 1, 1972. Ammunition needed for the period February 1, 1973, to July 31, 1973, must be ordered no later than November 1, 1972.

(Security Letters on attached pages)

1/11/72  
SAC LETTER 72-3

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(C) REPORTING PROCEDURE - SUBVERSIVE CONFERENCES, MEETINGS AND CONVENTIONS -- Reference is made to airtel to SAC, Albany, copies to all offices, dated 11-23-71, captioned "National Peace Action Coalition (NPAC) National Convention, 12/3-5/71, Cleveland, Ohio; IS - C (Trotskyist)," which set forth procedure for reporting coverage of NPAC National Convention.

Based on analysis of the results of this reporting procedure, I am authorizing permanent implementation of this procedure for coverage of future national conventions and conferences of subversive organizations. In addition, consideration will be given to implementing this procedure, on select basis and subject to Bureau approval, for large steering committee meetings and other leadership meetings of subversive organizations at which attendance of several informants has been authorized.

For ready reference purposes, reporting procedure is as follows:

1. Each informant will be instructed to maintain close telephonic contact, consistent with security, with host office to report significant information as developed;
2. Host office will submit daily teletype summary during convention to reach Bureau prior to 5 a. m. following day and will submit additional teletypes, as appropriate, to report particularly significant developments;
3. Upon return of informant to respective field office territory, he will be immediately contacted, consistent with security, and interviewed in depth concerning convention, with any particularly significant information not previously furnished to host office submitted immediately to Bureau and other interested offices by teletype suitable for dissemination;
4. Without fail, within five days after informant's return, field office will prepare detailed informant report using FD-306 and send copy, together with copies of any literature obtained by informant during convention, under airtel cover to host office only;
5. Within 20 days after termination of convention, host office will prepare and submit under airtel cover to Bureau and all other

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SAC LETTER 72-3

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interested offices succinct but comprehensive LHM, with copies of literature or pamphlets as attachments to Bureau copies of LHM only. LHM will cover all aspects of convention and utilize appropriate topical subheadings. Three copies will be furnished each interested office and ten copies to Bureau to permit necessary dissemination both locally and at Seat of Government. Field office receiving LHM will then index pertinent names of individuals and organizations mentioned in LHM rather than reproduce copies of LHM for each individual case file.

Each SAC will be held strictly accountable to insure that all reporting deadlines are met without fail.

1/11/72  
SAC LETTER 72-3

(D) SECURITY AND EXTREMIST INFORMANTS -- Effective immediately, a check of local credit records on individuals being considered as security and extremist informants, and confidential and panel sources, is no longer a required investigative step to obtain background data. Bureau has determined that identifying information supplied by credit agencies, to which field has been limited, is generally in possession of field at outset of these investigations. Accordingly, since such checks often represent a needless expense, they should be made only when deemed necessary because of developments in individual instances.

Manual and Handbook changes follow.

1/11/72  
SAC LETTER 72-3

(E) *THIRD AGENCY CONSIDERATION*

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B)

1/11/72

SAC LETTER 72-3

- 5 -

**FIREARMS AND DEFENSIVE TACTICS TRAINING PROGRAM  
FOR CALENDAR YEAR 1972**

The following is the Firearms and Defensive Tactics Training Program for the 1972 calendar year. There will be four indoor firearms training sessions to be given in January, February, October, and November. To insure regular and periodic training, each Special Agent in Charge should schedule the four outdoor training sessions during the period March through September. The outdoor training periods will be referred to as the first, second, third, and fourth. Any field office unable to complete its fourth outdoor shoot, including make-ups, by September 30, 1972, should notify the Bureau and give the reasons therefor.

Note the following three changes:

1. At the second and fourth outdoor shoots the following described new "Tactical Revolver Course Warm-up" will be fired. In view of the number of gun battles involving Bureau Agents, this is a close-range revolver course to insure additional training and accuracy at seven and fifteen yards. This course is to be fired on one silhouette target with only the K-5s being counted for score. The scoring of only K-5s will further challenge the shooter and assist in developing his accuracy. This course consists of firing 50 rounds of .38 Special wadcutter ammunition.

Phase I

At seven-yard line (hip shooting) -- load with four rounds and holster. On command draw, fire two shots, and holster (twice). Load with four rounds and holster. On command draw and fire four shots in three seconds. Load six rounds and holster. On command draw and fire twelve shots in twenty seconds.

Phase II

At fifteen-yard line (point shoulder shooting) -- load with six rounds and holster. On command fire two shots in three seconds and holster (three times). Load six rounds and holster. On command fire three shots in four seconds and reholster (twice). Load six rounds and holster. On command fire six shots in ten seconds and holster. Load six rounds and holster. On command fire twelve shots in twenty-five seconds.

2. In addition to firing the new "Tactical Revolver Course Warm-up," the Double-Action Course and the Close Combat Course will also be fired on one silhouette target and only the K-5s will be scored.
3. The following two changes will be made in the Tactical Revolver Course:

Upon completion of the first 36 rounds the shooters will load with six rounds at the 25-yard line and holster. On command he will move to the 15-yard line, draw, and fire 12 shots in 30 seconds. This 30-second time limit includes moving from the 25-yard line to the 15-yard line.

Upon completion of the point shoulder firing at the 15-yard line the shooters will load with six rounds and holster. On command he will move to the seven-yard line, draw, and fire 12 shots in 25 seconds. As in the above case, the 25-second time limit includes moving from the 15-yard line to the seven-yard line.

#### Indoor Firearms Training:

Course - 30 rounds fired on Army "L" target as follows:

- 10 rounds - 25 yards - slow fire - single-action
- 10 rounds - 15 yards - time fire - single-action  
(5 shots - 15 seconds - 2 strings)
- 10 rounds - 15 yards - rapid fire - double-action  
(5 shots - 10 seconds - 2 strings)

This course should be fired under the supervision of a firearms instructor. Scores and the date fired must be recorded on each Agent's Field Firearms Training Record (FD-40).

#### Outdoor Firearms Training:

##### 1st Outdoor Training Period

- Close Combat Course (silhouette target - score only K-5s)
- Position Shooting (single- or double-action)
- Practical Pistol Course (single- or double-action)
- Shotgun Course #1
- Rifle Course
- Gas Equipment
- Technique and Use of the Blackjack

## 2nd Outdoor Training Period

Tactical Revolver Course Warm-up (silhouette target - score only K-5s)

Position Shooting

Tactical Revolver Course

~~Shotgun Course #2~~

Handcuffing, Searches, and Transporting Prisoners

## 3rd Outdoor Training Period

Double-Action Course (silhouette target - score only K-5s)

Position Shooting (single- or double-action)

Practical Pistol Course (single- or double-action)

Shotgun Course #3

Rifle Course

Transportation of Prisoners

Gas Equipment

## 4th Outdoor Training Period

Tactical Revolver Course Warm-up

Close Combat Course

Tactical Revolver Course

Shotgun Course #2

Handcuffing, Searches, and Transporting Prisoners

## Close Combat and Tactical Revolver Courses

Instructors should refer to March 30, 1970, letter from the Director to SAC, Albany, copies to all offices, captioned, "New Firearms Courses For Field Training" concerning these courses.

Agents who have been authorized to carry personally owned side arms must receive periodic training with those weapons. The SAC will insure Agents fire their previously authorized personally owned side arm on the Close Combat Course.

## Double-Action Course

Training Document #7, pages 153-175, should be referred to relative to this course.

Agents who have been authorized to carry personally owned side arms must fire the Double-Action Course with that weapon.

## Position Shooting

Position shooting is scheduled for the first three outdoor training periods prior to shooting the Practical Pistol Course (PPC) or the Tactical Revolver Course (TRC). The shooting should be from the 50-yard line for the PPC and consist of 10 rounds in each position, prone, sitting, weak-hand barricade, and strong-hand barricade. For the TRC position shooting, 36 rounds will be fired from the 25-yard line, 12 rounds in each position, kneeling right hand, kneeling left hand, and point shoulder. Targets should be scored and pasted after each 10- or 12-round phase. There is no qualifying score and scores should not be recorded on the Agent's FD-40.

## Practical Pistol Course (PPC)

During the 1st and 3rd training periods, Agents will be permitted to fire the PPC either single- or double-action at the 60- and 50-yard lines. The remainder of the course will be fired double-action.

Instructors should refer to Training Document #7, pages 118-143, relative to this course.

## Shotgun Courses

Prior to the firing of any shotgun course, each Agent will receive instruction in the safe and proper method of unloading either the Model 870 or the Model 31 shotgun, depending on which weapon is to be used.

To properly unload the Model 870 shotgun, each Agent will, with the safety on, depress the action release; pull the foregrip toward the rear until the front end of the shell from the barrel is even with the front end of the ejection port; then lift the front end of the shell from the receiver. (The action must be opened slowly to avoid releasing the next shell from the magazine.) Press up on the shell carrier, place hand under the receiver and pull foregrip fully to the rear which will drop the first shell from the magazine. Leaving the action fully open, depress the right shell stop which releases the second shell from the magazine. Repeat until the magazine is empty.

To properly unload the Model 31 shotgun, each Agent will, with the safety on, depress the left shell stop which releases the first shell from the magazine. Repeat until the magazine is empty. Depress the action release, then pull the foregrip toward the rear until the shell from the barrel is ejected.

After unloading either shotgun, the Agent should look through the ejection port to insure there is no shell in the barrel or the magazine.

### Shotgun Course #1

Shotgun Course #1 will be fired during the 1st outdoor shoot. Ten points are scored for each hit and a qualifying score is 60. Scores are to be recorded on each Agent's FD-40. (See Training Document #30, pages 31-44.)

### Shotgun Course #2

Shotgun Course #2 will be fired during the 2nd and 4th outdoor shoots. There is no qualification; however, the scores should be posted on the Agent's FD-40. (See Training Document #30, pages 45-69.)

### Shotgun Course #3

Shotgun Course #3 will be fired during the 3rd outdoor shoot. The course consists of firing five rifled slugs from the 50-yard line at an Army "E" (bobber) target.

Only one round is to be loaded in the shotgun and the weapon reloaded after each shot. The first two rifled slugs are fired from a standing position. Upon completion of the second shot, the shooter, with the action open and safety on, drops to the strong knee and reloads one round. The remaining three slugs are fired from this kneeling position with stress being on the proper loading and handling of the weapon. Each hit has a value of 20 and a qualifying score is 60. The score should be entered on the Agent's FD-40.

### Rifle Course

The Rifle Course will be fired during the 1st and 3rd outdoor shoots using the Model 760, .308 caliber Remington rifles and carbines. Plastic training ammunition is to be used. The course will consist of firing 10 rounds, four rounds prone, four rounds kneeling, and two rounds off-hand, from the 50-yard line at an Army "L" (bull's-eye) target. The shots will be fired "slow fire." The point of aim should be the center of the bull's-eye. Scores should be posted on the Agent's FD-40. Qualifying score is 60.

### Technique and Use of the Blackjack

The blackjack is to be used only in self-defense. It is a matter of individual preference where the blackjack is carried; however, it should be carried in the same place at all times, in a place convenient to reach, and not exposed to public view.

The blackjack may be held by grasping the handle with the thumb on top or with the thumb overlapping the index finger. It may also be grasped using the regular fist grasp on the weighted end. If there is a thong, it should not be wrapped around the wrist, but rather, should be looped over the thumb or index finger and carried across the back of the hand before grasping the butt of the blackjack. This grip will secure the blackjack to the hand and also allow it to be released quickly if necessary. Blows with the blackjack should be short and snappy, using mostly the wrist and forearm. Roundhouse blows using the entire arm are not advisable because they are slow, inaccurate, and it is difficult to regulate the force of the blow. When the weighted end is grasped, short upward and sideward jabs with the tip of the blackjack and orthodox fist blows are struck.

Effective blows can be struck on the various joints -- knuckles or back of hand, wrist, elbow, shoulder, knee, and ankle; and on other vulnerable areas, such as: the shin, collarbone, forearm, upper arm, thigh, kidney, pit of stomach, and solar plexus. Do not strike an individual on the head because: (1) fatal results might ensue; (2) the head is easier to defend than other vulnerable parts of the body; and (3) attempting to strike an individual on the head places the blackjack and the hand and arm involved in delivering the blow in a position vulnerable to a counterattack or disarming movement. A suggested technique in handling the blackjack is to feint a blow to the head and then strike a joint (example: knee) or some other vulnerable area.

### Gas Equipment

Training with the Bureau's gas equipment is scheduled for the 1st and 3rd outdoor shoots. Instructors should refer to Manual of Instructions, Volume I, Section 3, Page 3, and Police Instructors' Bulletins on tear gas dated August 1, 1967, October 2, 1967, and November 13, 1968. The proper use of the aerosol tear gas dispensers should be emphasized. Each Agent should practice with his weak hand using the dispensers with a bobber target used as targets at distances of five and ten feet.

### Handcuffing, Searches, and Transporting Prisoners

During the 2nd and 4th outdoor shoots instructors should explain and demonstrate the proper methods to apply handcuffs, conduct searches, and transport prisoners. Instructors should refer to Training Document #72 entitled "Handcuffing" and Training Document #48 on "Searches of Persons." Instructors will insure each Agent is proficient in the use of all restraining devices.

### Reporting

Each Special Agent in Charge must notify the Bureau, Attention: Training Division, by July 31, 1972, the results of both the 1st and 2nd training periods. The Bureau must also be notified by October 15, 1972, the results of both the 3rd and 4th training periods. The following information must be submitted:

1. Dates training was conducted.
2. Ranges used.
3. Names of instructors assisting with firearms and defensive tactics training.

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4. Names of Agents who have missed the firearms and/or defensive tactics training and have not made up the training. The specific reasons for the delinquencies should be indicated.

Make-up sessions should be scheduled at the completion of each regular scheduled training period for those Agents who are unable to attend on their scheduled days. No Agent should be permitted to become delinquent two consecutive training periods except in cases of physical disability or in extreme emergencies. In-Service training should be counted in lieu of one scheduled outdoor training period during the year.

#### DEFENSIVE TACTICS

A minimum of 60 minutes of each outdoor firearms training period will be devoted to practice in Defensive Tactics. This training should be scheduled during the early part of the day rather than at the conclusion of firearms training. All techniques must be practiced by each Agent.

1. All techniques must be first practiced in "slow action" and speeded up only after the mechanics are thoroughly learned.
2. The Agent acting as the subject should offer only passive resistance and give with pressure. Active resistance leads to injury and impedes learning.
3. The Agent performing the techniques should apply pressure slowly and be extremely careful to simulate the striking of all blows. This will allow the subject ample time to signal that he is being hurt and the operator can stop before injury occurs.
4. Only the first phase of techniques involving a throw, trip, or take-down will be practiced.
5. In connection with the practice of disarming methods, "dummy" guns must be used.

There is a continuing need for a most serious approach to this training. Accordingly, you are again instructed to follow this program closely to make certain that it is properly and effectively conducted. In addition, you should encourage Agents to periodically review Bureau pamphlet entitled "Defensive Tactics" so as to maintain a working knowledge of all the techniques contained therein. During the 1st and 3rd outdoor training periods, the following defensive tactics techniques should be covered:

- Come-along holds
- Disarming Methods
- Defense Against Attack from the Front
- Defense Against Attack from the Rear

The following defensive tactics techniques should be covered during the 2nd and 4th outdoor training periods:

- Come-along holds
- Disarming Methods
- Defense Against Blows
- Defense Against Knife
- Out of Automobile

Instructors should refer to the following outline as to the particular techniques to be practiced. Page and figure references refer to Bureau pamphlet entitled "Defensive Tactics."

1. Defense against attack from the rear.

A. Body locks - rear

1. Arms free (blows only) (Figures 36 and 37)
2. Arms pinned (blows only) (Figures 38, 39, and 40)

B. Rear strangle hold (Figures 66, 67, and 68).

Note: Instructors should emphasize the application of personal weapons to vulnerable areas and the importance of body position, including lowering the chin and turning the head to side, in the situations indicated above.

The most logical blows to be used (Page 8) should be demonstrated and then practiced by the class; first, against an imaginary adversary (combat speed) and secondly against the subject (slow action). Subject should attack from rear unannounced, employing a body lock arms free, body lock arms pinned, or strangle hold.

2. Defense against attack from front.

A. Grasp on chest

1. Forearm to Forearm (Figures 29, 30, and 31)

B. Front strangle

1. Two hands - windmill (Figures 48, 49, 50, and 51)

C. Defense against blows

1. Parry toward outside (Figures 91 and 92)
2. Parry toward inside (Figures 89 and 90)

NOTE: Class should parry blows as indicated above and counter with a right-hand blow to subject's midsection or other vulnerable areas.

3. Pertinent Police Techniques

A. Come-along holds

1. Arm and wrist (Figure 159) with "bent wrist," (Figure 160) "bent arm," (Figures 175, 176, 177, and 178) "finger lock," (Figures 163, 164, and 165) and "bar hammer lock" (Figures 171, 172, 173, and 174).

NOTE: From position shown in Figure 159, upon command of instructor, student will apply "bent wrist" (Figure 160).

On command of instructor, subject will resist by (1) pulling elbow downward -- student will apply "bent arm" (Figures 175, 176, 177, and 178) -

(2) pulling elbow upward -- student applies a "bar hammer lock" (Figures 171 and 172), by striking "heel-of-hand" blow to rear of elbow (Figures 173 and 174).

Students should also practice shifting grasp from wrist to two middle fingers prior to the time subject resists so as to be in a position to apply a "finger lock" (Figure 163) if and when he does offer resistance.

B. Out of Automobile

1. Reverse wrist lock, thumb and forefinger. (Figures 233, 234, 235, 236, and 237)

4. Disarming Methods

NOTE: Instructor should state the purpose for Disarming Methods (pages 74 and 75)

A. Preliminary movements

1. Right hand - Figures 287, 288, and 289
2. Left hand - Figure 290

NOTE: Have subject try to move gun slightly as soon as he sees the student move. This procedure will afford the student the opportunity of appraising his ability along these lines.

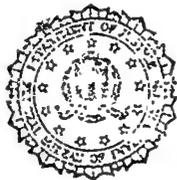
- B. Right hand - sling across body (Figures 291, 292, 293, and 294).
- C. Left hand on wrist (or gun) - up toward shoulder - twist (Figures 295, 296, and 297).
- D. Rear right turn - strike gun or arm forcefully (Figures 306, 307, and 308).

Instructor should divide class into two lines. Line A should practice techniques following commands given by instructor. When line A displays command of a technique then line B should practice. By repeating the same technique at each outdoor firearms training period, Agents will become more proficient; therefore, less time would be devoted to demonstration and more time devoted to practice.

## 5. Defenses Against Knife

- A. General Suggestions (page 30, G).
- B. Downward Thrust.
  - 1. Grasp and step across body (Figures 96, 97, 98, 99, and 100).
- C. Sideward Thrust.
  - 1. Grasp and step across body (Figures 109, 110, 111, 112, 113, and 114).
- D. Straight Thrust.
  - 1. Protect and Kick (Figures 115 and 116).
- E. Upward Thrust.

Instructor should resolve all problems and discuss in detail any questions asked by Agents pertaining to techniques shown in Bureau Defensive Tactics Handbook.



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

February 22, 1972

(A) TRAINING FILM ENTITLED "ILLEGAL GAMBLING" -- The Bureau has completed a training film on the subject of "Illegal Gambling," and a copy is being sent to each field office for permanent retention. This is a 16-millimeter sound film in color and has a running time of approximately 21 minutes.

It is to be used before law enforcement groups only.

2/22/72

SAC LETTER 72-10

(B) TESTIMONY BY RADIO MAINTENANCE TECHNICIANS -- Your attention is directed to SAC Letter 69-43, dated 8/13/69, which instructed that monitoring of electronic surveillances (wiretaps and microphone surveillances) should be conducted by a Special Agent or Special Employee.

Radio Maintenance Technicians (RMTs) normally receive no training in giving court testimony and, therefore, it is desired that RMTs not be used in the collection, examination, or processing of evidence which might lead to their appearance in any court, state or Federal, without prior Bureau authority.

2/22/72

SAC LETTER 72-10

(C) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in January, 1972, should be read by all Legal Instructors: U.S. v. Bailey, 332 F. Supp. 1351 (1971)(N.D. Ill.), grand jury may not compel one who is witness, and possible defendant, to submit handwriting samples without prior showing of reasonableness. If samples properly compelled, FBI experts may lawfully make handwriting examination in aid of grand jury. U.S. v. Leta, 332 F. Supp. 1357 (1971)(M.D. Pa.), FBI wire-tapping under Title III, 18 USC 2510, upheld. Seizure of some innocent conversations does not require exclusion from evidence of incriminating conversations seized. Decision shows basis for holding that wiretapping is necessary because other investigative techniques are ineffective. U.S. v. Cecere, 333 F. Supp. 124 (1971)(E.D. N. Y.), lawful occupant of premises may consent to search thereof that is valid against person allowed to store goods there as a convenience. See also U.S. v. Martinez, 450 F2d 864 (1971)(8th Cir.); U.S. v. Novick, 450 F2d 1111 (1971)(9th Cir.). U.S. v. McClard, 333 F. Supp. 158 (1971)(E.D. Ark.), delay in execution of search warrant for farm buildings for six days because of inclement weather predictably affecting success of search was reasonable. Further delay of several hours on day of execution, to make sure all suspects were in the barn, was reasonable. U.S. ex rel. Harden v. Follette, 333 F. Supp. 371 (1970)(S.D. N. Y.), police show-up of lone suspect to witness held unlawful. Little v. Wainwright, 333 F. Supp. 466 (1971)(M.D. Fla.), decision shows how facts discovered during permissible stop for investigation, and recorded on field interrogation form, led to probable cause for search of vehicle later found parked near saloon. Dykes v. Camp, 333 F. Supp. 923 (1971)(E.D. Mo.), lawful arrest of person in vehicle justifies protective frisk of subject's companion. U.S. ex rel. Ellington v. Conboy, 333 F. Supp. 1318 (1971)(S.D. N. Y.), officer approached robbery suspect standing in group of persons in lobby of public building and accused suspect of the crime. Suspect made an admission. Officer may testify to admission, without proof of Miranda warnings; suspect was not in custody. LeDent v. Wolff, 334 F. Supp. 64 (1971)(D. Neb.), reliability of informant for search warrant affidavit may be established by (1) extensive detail of his information; (2) corroboration by police investigation; or (3) fact he speaks against his own penal interest. U.S. v. Wright, 449 F2d 1355 (1971)(D.C. Cir.), stolen property that officer saw and recognized by

2/22/72

SAC LETTER 72-10

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looking through partly opened door of private garage, with aid of flashlight, was in plain view and subject to lawful seizure both then and when he returned two hours later. U.S. v. Honore, 450 F2d 31 (1971)(9th Cir.), local officer searching premises under search warrant for local offense found a carbine and a set of license plates, all wrapped in a towel and not listed in his search warrant. Seizure approved because he previously had learned from FBI that subject was suspected of bank robbery. U.S. v. Kane, 450 F2d 77 (1971)(5th Cir.), FBI Agent lawfully on gambling premises by search warrant, and who did not impersonate the defendants, could testify to answering telephone and taking 53 gambling calls during four hour period. U.S. v. Lopez, 450 F2d 169 (1971)(9th Cir.), valid Miranda waiver also waives McNabb-Mallory requirement of prompt appearance before Magistrate. U.S. v. Sims, 450 F2d 261 (1971)(4th Cir.), anonymous telephone call to police, describing allegedly armed man then in airport, shortly thereafter corroborated by police view of person in airport meeting that description, gave police lawful basis for immediate frisk, seizure of weapon found, arrest for carrying weapon contrary to state law, and police station search of attache case carried by subject. U.S. v. Sokolow, 450 F2d 324 (1971)(5th Cir.), officer arresting subject near latter's garage, on charge of stolen cigarettes, saw quantity of air conditioners in garage. Officer had no evidence that air conditioners were stolen. His entry into garage to take serial numbers of air conditioners was an unreasonable search. U.S. v. Marrero, 450 F2d 373 (1971)(2d Cir.), overnight lodging of defendant for purpose of arraignment the next morning does not violate the McNabb-Mallory Rule. See dictum on whether 18 USC 3501 affects that rule. Eisentrager v. Hocker, 450 F2d 490 (1971)(9th Cir.), when landlady, acting without police instigation in any form, entered tenant's apartment and found corpse of tenant's wife, all evidence found by landlady was admissible even assuming that she was trespassing. U.S. ex rel. Brown v. Rundle, 450 F2d 517 (1971)(5th Cir.), confession given while in custody will not be ruled invalid merely because accused was only 16-years of age. Decision shows value of log kept during interrogation. U.S. v. Sanchez, 450 F2d 525 (1971)(10th Cir.), brief detention for questioning under suspicious circumstances, without arrest, is lawful. An informant who informs against his own penal interest is considered reliable. U.S. v. Catalano, 450 F2d 985 (1971)(7th Cir.), when three experienced city police officers saw known burglar outside of his neighborhood in the

2/22/72

SAC LETTER 72-10

- 3 -

early hours of the morning and driving a car containing three passengers, all of whom slouched below the car windows as it approached the lighted police car, the combination of these circumstances gave the officers a lawful basis for a stop and temporary detention to investigate. U.S. v. Harper, 450 F2d 1032 (1971)(5th Cir.), execution of search warrant for premises may properly be delayed, during the statutory ten-day period, to facilitate the search and the arrests planned as incidental thereto. Evidence seized in delayed search will be excluded only if delay resulted in legal prejudice to defendant. U.S. v. DeLarosa, 450 F2d 1057 (1971) (3d Cir.), decision describes instructive problem in maintaining chain of custody for evidence found during "on-scene" investigation. U.S. v. Kennedy, 450 F2d 1089 (1971)(9th Cir.), there is no constitutional right to a lineup. U.S. v. Wilson, 451 F2d 209 (1971)(5th Cir.), use of body recorder on informant, and evidence obtained thereby, upheld as constitutional. Search warrant calling for seizure of "paraphernalia for making coins" gave adequate description of things to be seized. U.S. v. Drew, 451 F2d 230 (1971)(5th Cir.), city officers who legitimately stopped subject for traffic violation had right to look inside the car while talking to subject, and further right to seize opaque plastic package which lay on right front floorboard and which had physical contours suggestive of pistol inside. U.S. v. Knight, 451 F2d 275 (1971)(5th Cir.), when performance of official duty requires an officer to enter upon private property, his conduct, otherwise a trespass, is justifiable. The trespass does not of itself constitute an illegal search. What the officer then saw in open view is lawfully seized. U.S. v. Glasgow, 451 F2d 557 (1971)(9th Cir.), Miranda rights may be waived without signing waiver form. Interrogating officer's promise to advise court and United States Attorney of subject's cooperation by confessing does not make the confession involuntary. U.S. v. Roman, 451 F2d 579 (1971)(4th Cir.), decision shows text of approved FBI affidavit for search warrant in auto theft case.

Very truly yours,

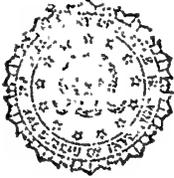
John Edgar Hoover

Director

2/22/72

SAC LETTER 72-10

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PERSONAL ATTENTION  
SAC LETTER 72-6

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

January 25, 1972

(A) INQUIRIES AND COMPLAINTS, FIELD OFFICES -- In view of the fact that there is an Agent on duty in each field office on a twenty-four hour basis, seven days a week, inquiries and complaints from the public received during nonwork hours should be handled by the Agent on duty whenever possible. Security Patrol Clerks should not be utilized in the above capacity unless the urgency of the situation dictates otherwise. Immediately bring these instructions to the attention of appropriate personnel.

(Security Letters on attached pages)

1/25/72  
SAC LETTER 72-6

(B) SECURITY INFORMANTS AND SOURCES - FBI FORM BOOK --  
Under present procedure, the field submits an annual report on security informants and sources advising which are paid regularly under Bureau authority. This report lists subversive organizations, approximate membership and coverage. The field also submits each quarter a letter setting forth informant and source coverage on college campuses.

A new form incorporating the above which is self-explanatory is being prepared showing data which the Bureau desires be submitted quarterly by secure teletype (nitel) to replace these communications. This quarterly communication will be submitted by the 10th of January, April, July and October. This does not affect the submission of quarterly reports concerning the New Left Movement and the monthly report showing informants added and deleted.

Other self-explanatory forms are being prepared which will require information be furnished on a monthly basis by secure teletype concerning the number of informants, statistical accomplishments and security informant accomplishments. All offices east of the Mississippi will submit the monthly letter by the 3rd of the month and all other offices will submit the monthly letter by the 7th of the month. These new procedures will not apply to extremist, white hate groups or espionage matters.

Teletype submissions of the required data must be keyed to corresponding items on the forms so that it can be recognized without the necessity for setting out headings or extraneous data. The new forms will be supplied under separate cover.

Manual changes are forthcoming.

1/25/72  
SAC LETTER 72-6

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*Third Agency Consideration*

Very truly yours,

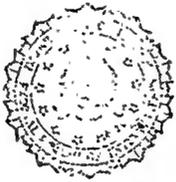
John Edgar Hoover

Director

1/25/72

SAC LETTER 72-6

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PERSONAL ATTENTION

SAC LETTER 72-17

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

March 21, 1972

(A) SELECTIVE SERVICE REGULATION CHANGES - PERSONNEL AND RECRUITING MATTERS -- National Selective Service Headquarters has advised of extensive changes in its regulations. Changes provide additional new classifications as follows: 1-H: Registrant not currently subject to processing for induction; 2-D: Registrant deferred because of study preparing for the ministry; 4-G: Registrant exempted from service during peace; 4-W: Conscientious objector who has completed alternate service in lieu of induction. Classifications as follow have been revoked: 1-S: Student deferred by statute; 1-Y: Registrant qualified for military service only in time of war or national emergency (registrants with temporary disqualifications subject to reexamination will be kept in classification 1-A (available) until status resolved, those with other than temporary disqualifications will be classified 4-F (not qualified)); 5-A: Registrant over the age of liability for military service.

Other changes, in addition to ending college undergraduate student (2-S) deferments for those who were not entitled to 2-S deferment during the last quarter or semester of the 1970-1971 academic year, include the following: Initial registration period extended to 60 days, commencing 30 days before reaching of eighteenth birthday; registrants to retain registration and classification cards only until the end of liability for military service--age 26 for those never deferred and 35 for others; only registrant may request exemptions, deferments, or postponements from his local board; veterans now required to register only if not registered prior to entry on active duty and they have not discharged their military obligations; files of registrants over the age of 26 are to be destroyed except for doctors, allied medical personnel, and certain other registrants, with only a record of prior classifications to be retained.

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SAC LETTER 72-17

A processing ceiling cutoff is to be announced for registrants subject to possible induction in 1972 and for the recently held 1973 lottery with those above the ceiling to be reclassified 1-H and their files inactivated. If at any future time the lottery number and priority group of registrants classified 1-H should fall in the range of those being selected for induction, because of a national emergency, at that time any claim for deferment could be presented for appropriate classification with attendant procedural rights of appeal within 15 days (reduced from 30 days) of notice of reclassification. The Bureau will continue to request of local draft boards, prior to expiration of occupational (2-A) deferments, that our employees designated 2-A remain so classified until notification has been received of reclassification to 1-H or that their active files have been destroyed. It will be necessary to include with the Bureau's letter to the local draft board a request from the individual employee that he remain in 2-A. Appropriate letter will be furnished for signature of such employees.

Above changes should be carefully reviewed by all supervisory and concerned investigative personnel. All male employees with unfulfilled military obligations still subject to Selective Service regulations are to be reminded of their obligation to keep their local draft boards advised of pertinent address changes to insure any correspondence emanating from their boards will reach them promptly; also, of standing instructions to immediately advise the Bureau of any change in their draft status, utilizing Form FD-295 (Selective Service - Reserve Status) unless circumstances dictate more expeditious notification in which case the form should be forwarded promptly thereafter. With the destruction of active draft files for registrants age 26 or older, you should be alert during investigations of male applicants age 26 or older to review the record of prior classifications for any special classifications such as 1-A-O, 1-Y (revoked under current regulations), etc., and if revealed, resolve fully with applicant furnishing pertinent data to Bureau expeditiously. Manual changes will be furnished.

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SAC LETTER 72-17

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(B) BANK ROBBERY TRAINING FILM -- Copies of a 16-millimeter, 20-minute, color film entitled "Holdup" are available for use by FBI personnel in discussing bank robbery before banking personnel. The film was prepared under the guidance of the Wells Fargo Bank, San Francisco, for use in training its personnel in holdup matters. This film will be made available for use by Bureau representatives only; it should not be requested for use by law enforcement personnel. The film is not appropriate for use in police training schools as it was produced from the banker's standpoint. It relates to plans which should be instituted and training which should be given to bank employees before a holdup occurs. In using the film, FBI representatives should emphasize that it is an example of a training aid used by a major bank in training its employees regarding what to do before, during and after a bank holdup. Our personnel should make it very clear that we are not advertising or endorsing Wells Fargo Bank or its policies or practices in any manner whatsoever, and that this film is shown strictly for the purpose of possibly assisting banking institutions in formulating their own procedures to thwart holdups.

Requests for this film should be directed to the Training Division.

3-21-72

SAC LETTER 72-17

(C) DISTRICT OF COLUMBIA BAR -- The District of Columbia Court of Appeals which will assume jurisdiction over the practice of law on April 1, 1972, has recently by Rules of Court instituted a unified bar for the District of Columbia. Under the new rules all persons admitted to practice in the District of Columbia are organized as an association to be known as "The District of Columbia Bar." The new association will come into existence on April 1, 1972. All attorneys admitted to practice before the United States District Court for the District of Columbia are required to file a registration statement on or before July 1, 1972, with the Secretary of the District of Columbia Bar. Attorneys failing to file such a statement may be barred from practicing law in the District of Columbia. Inquiries concerning this matter should be addressed to the Organization Committee of the District of Columbia Bar, 1819 H Street, Northwest, Suite 300, Washington, D. C. 20006.

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(D) BUREAU MAIL - FD-441, RETURN RECEIPT CARD -- Following procedure to verify receipt of mail by Bureau which has been mailed by field offices is being instituted on a trial basis. Use of FD-441, Return Receipt Card, will continue; however, Bureau will not return card to your office. ~~At close of business each Friday, each office is~~ to send Bureau a list of all registered items sent to Bureau since previous list submitted. To facilitate preparation of this list, each office is to record all registered items for Bureau on a separate manifest and then furnish Bureau a Xerox copy of the manifest. Registry numbers on Xerox copies must be legible. Bureau will retain FD-441s and will match registry numbers on them with registry numbers on manifest received. If all items are accounted for, cards and Xerox copies will be destroyed at Bureau. Your office will be promptly notified if any item has not been received so that appropriate tracing procedure can be instituted. In order for this system to be effective, Xerox copies must be sent to Bureau at close of business on each Friday. First copy of manifest is to be sent to Bureau on Friday, March 31, 1972. This list should contain items mailed to Bureau during period March 25-31, 1972, inclusive. Bureau will continue to return receipt cards dated on or prior to March 24, 1972. These new procedures will not change existing requirements for mailing items to other Bureau offices.

(Security Letters on attached pages)

3-21-72

SAC LETTER 72-17

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(E) LAWSUITS AGAINST THE FBI -- We are experiencing an ever-increasing number of lawsuits designed to harass and disrupt FBI operations and challenge FBI authority to investigate certain matters, particularly in the security field. One such lawsuit was brought in June, 1970, in U. S. District Court, Southern District of New York, by The Fifth Avenue Peace Parade Committee against the Director, Assistant Director in Charge of the New York Office, and The Amalgamated Bank of New York (ABNY). This lawsuit charged that the FBI harassed antiwar demonstrators in New York City during November, 1969, and that the ABNY gave information to the FBI without the knowledge or consent of depositors and without a subpoena.

A Federal judge has held that the FBI indeed has authority to gather intelligence information relating to demonstrations pursuant to Title 28, U. S. Code, Section 533, and that the ABNY did not violate plaintiffs' rights by releasing information to the FBI without a subpoena. The suit against both the FBI and the ABNY was dismissed by the judge who stated that plaintiffs had presented no evidence which proved their rights had been violated.

During trial in this suit it became apparent that if our Agents had deviated even slightly from existing Bureau instructions during the investigation, the legitimate purpose of the intelligence-gathering investigation could have been exceeded and the rights of the demonstrators abridged. For example, Agents openly carrying cameras in the immediate area of the demonstrators; interviewing demonstrators or drivers of buses carrying demonstrators or, generally, being obtrusive could have "chilled" the Constitutional rights of the demonstrators, according to the judge. In addition, judge ruled that dissemination of the results of the investigation to agencies which would have no ostensible reason to receive them would be an unconstitutional abridgment of demonstrators' rights.

Each Special Agent in Charge should insure that all investigations in this most sensitive area are conducted with utmost discretion and the results disseminated only to those agencies which have legitimate need to receive them. You should also remain alert for similar lawsuits, whether brought against the FBI or other law enforcement agencies in your Division, and keep the Bureau fully advised of details, progress, and results.

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(F) STOP INDEX FILE--CATEGORY I ADMINISTRATIVE INDEX  
EXTREMIST SUBJECTS --

The following streamlining procedure is being adopted to accomplish designation of Category I Administrative Index (ADEX) extremist subjects for inclusion in the Stop Index File.

In the future when proposing such action, form FD-122 recommending preparation of, or change in, an ADEX card for such a subject should be submitted to the Bureau in triplicate. The succinct summary attached to the FD-122 should contain a specific recommendation that the subject be placed in the Stop Index File, as well as appropriate descriptive data. Following approval of this recommendation at the Bureau, the third copy of the FD-122 will be referred to the Voucher Statistical Section, Computer Systems Division, which now maintains the Stop Index File for the Category I ADEX extremist subjects.

Appropriate manual changes will be prepared.

Very truly yours,

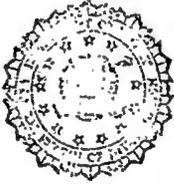
John Edgar Hoover

Director

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PERSONAL ATTENTION  
SAC LETTER 72-21

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

April 18, 1972

(A) FBI NATIONAL ACADEMY - 1973 SESSIONS -- The 92nd Session of the FBI National Academy will convene on Monday, January 8, 1973, and graduate on March 30, 1973. The 93rd Session will be held from April 2 to June 22, 1973. The 94th Session is scheduled to begin June 25 and graduate September 14, 1973. The 95th Session will run from September 17 to December 7, 1973.

It is anticipated that all four 1973 sessions will be conducted at our new training facility at Quantico, Virginia, with greatly enlarged classes. You will be advised at a later date concerning the number of nominations you may make and the date they should be submitted.

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(B) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in March, 1972, should be read by all Legal Instructors: U.S. v. King, 335 F. Supp. 523 (1971)(S.D. Calif.), telephone toll call tickets may properly be disclosed to Federal officer on request. Use of pen register is lawful, and not controlled by wiretapping statute. U.S. v. Durkin, 335 F. Supp. 922 (1971)(S.D. N. Y.), one who rents public locker, as in bus terminal, has right of privacy in locker during rental period. Officers may not search locker incidental to arrest where no reason shown for not getting search warrant. Opening of locker by locker company employee as routine duty is not a search. U.S. v. Binet, 335 F. Supp. 1000 (1971)(S.D. N. Y.), where seven and one-half hours elapsed between arrest of juvenile at 7:30 a. m. and his arraignment before Magistrate, such extensive time period, in and of itself, violates 18 USC 5035 unless justified by extraordinary

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circumstances. Confession obtained during that period is inadmissible. U.S. v. Bloomfield, 336 F. Supp. 179 (1972)(E.D. Mich.), narcotics officers arrested defendant, reasonably believed to be armed and dangerous, on front lawn of home. Officers took defendant into living room at his request. Several officers "fanned out" through entire house in "search for anyone who might cause harm or place the police officers in jeopardy." Officers discovered guns in closet where person could have been hiding and saw narcotics paraphernalia in plain view elsewhere. All objects lawfully seen in "plain view" and properly seized by warrant next day after being guarded all night by two officers. U.S. v. LaGorga, 336 F. Supp. 190 (1971)(W.D. Pa.), instructive decision on how to conduct authorized wiretap. U.S. v. Esters, 336 F. Supp. 214 (1972) (E.D. Mich.), search warrant for dwelling at certain address which did not specify one of the two residences at that address was void, but officers holding that warrant who stood on front porch common to both residences and looked through crack in curtain and saw heroin being packaged could lawfully enter and arrest for crime in progress. U.S. v. Praigg, 336 F. Supp. 480 (1972)(C.D. Calif.), handwriting exemplars of arrested defendant may be compelled by court order only after probable cause shown under 4th Amendment. Government must show number and types of exemplars desired. U.S. v. Barnes, 336 F. Supp. 537 (1972)(E.D. Pa.), thirty minutes after attempted bank robbery, officers brought two handcuffed suspects to vicinity of bank — where they were separately identified by two tellers without defense counsel present. Third suspect similarly identified one and one-half hours after crime. These identifications were proper. U.S. v. Medina, 452 F2d 1090 (1971)(3d Cir.), prearrest identification of bank robber by photo display, without counsel present, approved. U.S. v. Johnson, 452 F2d 1363 (1971)(D.C. Cir.), instructive decision on identification by photograph. Also, when police had valid arrest warrant for armed robber, searched defendant's home unsuccessfully to arrest him, and saw pistol in closet where defendant could have been hiding, seizure of pistol was proper. U.S. v. James, 452 F2d 1375 (1971)(D.C. Cir.), officer who sees pistol in plain view during proper stop for street interrogation, may seize it. U.S. v. Stratton, 453 F2d 36 (1972)(8th Cir.), if collective information in possession of Government officers makes probable cause for arrest, those officers making the arrest need not themselves possess all of that information. U.S. v. Anderson, 453 F2d 174 (1971)(9th Cir.), all data necessary to show probable cause

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for search warrant must appear in the affidavit. Information not included in affidavit is not to be considered. Guest legitimately present in motel room has standing to protest unreasonable search. U.S. v. Saldana, 453 F2d 352 (1972)(10th Cir.), brief detention of truck and driver for street interrogation, without probable cause, upheld. U.S. v. Castaldi, 453 F2d 506 (1971)(7th Cir.), where police had probable cause to seize and impound a mobile vehicle at 3:30 a.m. they were entitled to search it without a warrant two hours later. U.S. v. Miller, 453 F2d 634 (1972)(4th Cir.), suspect, 14 years old, gave valid waiver of Miranda rights. U.S. v. Wilkerson, 453 F2d 657 (1971)(8th Cir.), photograph of lineup used to show trial court that lineup was fair. U.S. v. Warren, 453 F2d 738 (1972)(2d Cir.), 5th Amendment does not protect defendant from seizure of his records kept by Government regulations for public purposes. U.S. v. Granado, 453 F2d 769 (1972)(10th Cir.), decision approves temporary detention for limited investigative purpose without warrant or probable cause. Kaufman v. U.S. 453 F2d 798 (1971)(8th Cir.), search of person lawfully arrested may include documents found on him. (See also U.S. v. Simpson, 453 F2d 1028 (1972)(10th Cir.).) Where probable cause for search of defendant's vehicle did not develop until after defendant was in jail and his car impounded, search of the car without warrant was unlawful. U.S. v. Rogers, 453 F2d 860 (1971)(9th Cir.), if there is probable cause to arrest, it is of no consequence that the search of the person immediately precedes the arrest. U.S. v. Speaks, 453 F2d 966 (1972)(1st Cir.), where officer explained prisoner's Miranda rights at length, and prisoner said he understood and wanted to talk, there was a waiver despite refusal to sign the form. Allen v. Ealukonis, 453 F2d 970 (1972)(1st Cir.), witness' view of uncounseled suspect through one-way glass is "flagrant constitutional violation." Decision cites FBI Law Enforcement Bulletin article on lineups with approval. U.S. v. Walker, 453 F2d 1205 (1972)(5th Cir.), arrested defendant filled out three personal history forms on instructions of officers who failed to tell him that writing would be used for handwriting comparison. No prejudice of reversible dimensions. U.S. v. Shields, 453 F2d 1235 (1972)(9th Cir.), decision shows standards for lawful search of body cavity. U.S. v. Harris, 453 F2d 1317 (1972)(8th Cir.), taking handwriting exemplars is a search and seizure. When taken from person not in custody, and who consents without coercive circumstances, no warning of right to refuse need be given. When taken from person in custody, subject must be

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warned of right to refuse. If Miranda warnings were previously given, these are sufficient to make consent voluntary. U.S. v. Furtney, 454 F2d 1 (1972)(3d Cir.), a lineup is not a constitutional requisite to admission of a witness' in-court identification. U.S. v. Guinn, 454 F2d 29 (1972)(5th Cir.), although affidavit for search warrant must speak as of the time of issue, there is no arbitrary time limit on how old the information in the affidavit may be. Wilson v. Gaffney, 454 F2d 142 (1972)(10th Cir.), at lineup a volunteer attorney may serve in absence of subject's attorney retained or appointed. Roderick v. Oregon, 454 F2d 214 (1972)(9th Cir.), where arresting officers in Oregon had reliable information that felony warrant for subject was outstanding in Idaho, their search of the vehicle of arrest was justified for their own safety and the incriminating weapon they found was properly seized.

Very truly yours,

John Edgar Hoover

Director

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In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
MEMORANDUM 1-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

May 23, 1972

(A) CRIMINAL FRAUD INVESTIGATIONS -- SAC Letter 71-22 (A), dated May 25, 1971, provides for all field offices to submit semiannual reports to the Bureau concerning new criminal fraud matters (Fraud Against the Government, Federal Housing Administration Matters, and Veterans Administration Matters) if the total number of cases received during a six-month period was less than the total number during the same period of the prior year. Such reports were to be submitted January 15 and July 15 of each year.

In view of the considerable rise in the number of criminal fraud cases being received in the field, this program is being discontinued and it will no longer be necessary for the field to submit semiannual reports. Each office should, however, continue to make a close check on the number of violations received in these categories to insure all such cases are being promptly reported and investigated. The progress of the field will be closely followed by the Bureau.

(Security pages attached)

5-23-72

MEMORANDUM 1-72

(B) REPORTING OF PROTEST DEMONSTRATIONS -- The Bureau has noted a trend toward incomplete and nonspecific reporting of disruptive, anti-Government demonstrations and protest rallies. It is often necessary to go back to the reporting office for pertinent details concerning these disorders, which results in delayed dissemination. Details which have been neglected include failure to report number of protesters present, identities of organizations, and identities of speakers and leading activists.

The necessity for full and complete reporting must be impressed on all personnel handling these matters. Existing instructions require that communications reporting such incidents are to be submitted under a substantive case caption with a brief, accurate description of the event; for example, Students for a Democratic Society - Demonstration Against ROTC, University of Wisconsin, 4/25/72. Where multiple organizations are involved, the group primarily responsible for organizing the demonstration should be utilized in the caption.

When your original communication concerning a disruptive demonstration does not contain all pertinent details, you should set forth what steps you are taking to obtain this information. Make certain that you submit recommendations for initiating investigation of sponsoring organizations, if warranted, under criteria set forth in Section 87B, Manual of Instructions. For proper routing of information at the Bureau continue to use code words "VIDEM" (Vietnam Demonstration) and "STAG" (Student Agitation). Persons arrested should be identified, since circumstances of an arrest, in some cases, may indicate a propensity for violence. In considering whether a security investigation of an individual is warranted, it should be noted that a mere arrest in connection with a demonstration is insufficient basis in itself for investigation. The arrest must be coupled with a demonstrated propensity for violence or with subversive or revolutionary activity on the part of the individual arrested.

The above guidelines are intended to reiterate and clarify existing instructions and you must insure that in reporting these matters you adhere to Bureau requirements.

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MEMORANDUM 1-72

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(C) SECURITY INFORMANTS AND SOURCES - INCOME TAXES --

With regard to the retention of the records maintained by your office relative to captioned matter, you are advised that those records relating to the exhibits forwarded to your office as enclosures to No Number SAC Letter 63-E, dated March 27, 1963, are to be retained as follows:

The records represented by Exhibits 2 and 3, 7, and 10 will be retained for three years with the oldest year to be destroyed on a yearly basis thereafter. Those records represented by Exhibits 4 and 5 are to be retained as long as the informant is active and then destroyed five years after the date the informant is discontinued. The records relating to remaining Exhibits 1, 6, 8, and 9 are those submitted to the Bureau.

L. Patrick Gray, III  
Acting Director

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MEMORANDUM 1-72

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In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
MEMORANDUM 5-72  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

June 13, 1972

Memorandum to All Special Agents in Charge:

(A) ALIEN PROPERTY CUSTODIAN MATTER -- Effective immediately the 114 classification "Alien Property Custodian Matter" is discontinued.

Future investigations in this classification will be handled under the character of "Miscellaneous - Civil Suit" and assigned a 63 classification at FBI Headquarters and a 62 classification in the field.

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MEMORANDUM 5-72

(B) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after May 16, 1972.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

6-13-72

MEMORANDUM 5-72

(C) CONTACTS WITH THE PUBLIC - PROPER DEFINITION OF TERMS INVESTIGATION AND SURVEILLANCE -- In view of indications that substantial segments of the public are confused concerning the proper definition of the terms investigation and surveillance, as related to Bureau operations, all Bureau speakers must remain particularly alert to clearly and concisely convey the proper meaning of these terms whenever it is necessary to mention them in connection with public statements. Intra-Bureau understanding of the term surveillance means, of course, a specific investigative technique selectively employed during an investigation when individual circumstances warrant. Physical, photographic, and electronic surveillances are included in this category but such matters should not normally be discussed, unless required to correct an obvious misconception.

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MEMORANDUM 5-72

(D) ACCESS TO RECORDS MAINTAINED BY BANKING INSTITUTIONS --  
The following legal analysis is being provided for guidance in responding to inquiries concerning FBI access to records maintained by banking institutions.

Bank records generally are available in response to the authority of a Grand Jury subpoena or other appropriate order of a court. In the absence of such authority, access to records upon request may be approved by the courts depending upon the nature of the investigation and the scope of the request.

Generally, the case decisions have divided on the distinction between requests for information needed to establish the elements of a criminal offense or to aid in discharging essential governmental responsibilities and requests having no such basis. Access to records based on a request in the first category has been approved due to the reasonableness of the bank's response to a public duty to disclose the information. Requests of the latter type may be prompted by an agency's desire simply to monitor the existence and degree of association of individuals or groups. Such review of bank records for intelligence gathering *per se* may be difficult, if not impossible, to defend against a claim of First Amendment violation.

For example, in *Pollard v. Roberts*, 283 F. Supp. 248 (ED Ark. 1968), affirmed 393 U.S. 14, a prosecutor, conducting an investigation of allegations of vote buying, sought access to the bank account of the political group named. The account data would have shown not only payments made by drafts upon the account but also the amounts of political contributions to the account and the identities of the contributors. The court enjoined production of the account data except for the recorded expenditures and expressed the opinion that the information regarding drafts upon the account was appropriately available to the prosecutor looking into alleged vote buying but that the other records of contributors' accounts were protected by the First Amendment.

The theory at work here is that the right of people to associate in groups to advocate and promote legitimate political, social or economic action is protected even though such action may be controversial. If the associated groups or their objectives are unpopular, revelation of the

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identities of members may provoke reprisals from those opposed and fear of such reprisals may discourage the free exercise of constitutional rights. Therefore, government action which has the effect of impairing enjoyment of the First Amendment is carefully limited by the courts.

The court noted that disclosure of the bank records identifying the contributors to a political association might be approved only where there is a showing of a rational connection between the disclosure of such information and a legitimate government end and that the government interest is cogent and compelling. Moreover, even when disclosure would be approved under such conditions, a sweeping and indiscriminate disclosure in excess of the legitimate need would not be approved.

A similar result occurred in The Fifth Avenue Peace Parade Committee, et al. v. J. Edgar Hoover, et al., 70 Civ. 2646, SDNY (1972), (unreported)(appeal pending) where the plaintiffs sought an injunction prohibiting access to account information in the absence of a subpoena. The court dismissed the suit on the grounds that the government interests were legitimate and that the plaintiffs had not shown any basis for their claim that the information obtained from the bank interfered with the enjoyment of their First Amendment rights.

In this case, the FBI sought information concerning the number of persons who might be expected to attend protest activities at Washington, D. C., on November 14, 15, and 16, 1969. Further, information was sought as to any indication that acts of violence might occur. One source of such information was the bank account established to provide transportation for participants from New York City. The total of the deposits would provide an indication of the extent of the transportation required and therefore the numbers of participants that could be expected.

Access to bank records in investigations of criminal offenses having no First Amendment implications provides fewer legal difficulties. A good example is United States v. Gross, 416 F.2d 1205 (8th Cir. 1969) cert. den. 397 U.S. 1013, in which a prosecution for mail and wire fraud arising out of a check kiting scheme was based on a review of bank records. The defendant claimed the records were inadmissible because they were private, were obtained without the consent of the defendant and were the product of an unlawful search and seizure. The court disagreed and held

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MEMORANDUM 5-72

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that such records are not the property of the customer and the customer has no standing to object on Fourth or Fifth Amendment grounds. While the records in this case were obtained by subpoena, the important principle to be observed is that the records do not belong to the depositor but to the bank. Therefore, even in the absence of a subpoena, access to bank records pursuant to an official request in a criminal case would not taint the evidence.

Consistent with this result is the decision in United States v. Gerhart, 275 F. Supp. 443 (SD W. Va. 1967) in which the court approved the practice of the FBI in examining checks presented to the bank for payment by a gambler who had accepted them from patrons of his gambling establishment. The court's decision was based on the principle that once the checks had been honored at the bank they became the property of the bank and the gambler lost all legal interest in them.

General guidelines may be drawn from the above authorities to describe the limitations on FBI access and use of the information in bank records. They are available principally by subpoena but also by request where the need for them can be demonstrated in a criminal case or in a security matter involving important government interests such as those in the Fifth Avenue case. Not the Fourth or Fifth Amendments, but the First Amendment, stands in the way of unlimited review of bank records and the rights it protects may be found to be more important than the government interest behind the request even though the request is formalized in a subpoena. Only impartial judicial analysis of each case wherein such conflict occurs will resolve the issue whether disclosure by the bank is necessary or proper.

In the course of liaison contacts, bank representatives may express a different view in these matters because the banks stand in a special relationship with the account holders. Some courts have recognized an implied contractual requirement on the banks in favor of their depositors to keep account records free from outside scrutiny until disclosure is compelled by court order. Peterson v. Idaho First National Bank, 367 P2d 284 (Idaho 1961) (individual depositor); Milohnich v. First National Bank of Miami Springs, 224 So. 2d 759 (District Court of Appeal, Florida, 1969) (corporate depositor); Brex v. Smith, 146 A24 (Court of Chancery, New Jersey, 1929) (class action - depositors protected were all members of the

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MEMORANDUM 5-72

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Newark, New Jersey, Police Department) However, it should be noted that the court in the Fifth Avenue case also dismissed the suit against the bank, from which the record information had been obtained; on the ground that by simply acceding to the FBI request the bank did nothing to intrude upon the constitutional rights of the plaintiffs.

Review of bank records should be requested only when needed to meet a legitimate investigative objective. Where such access is denied or where established policy of denial makes such request unnecessary, and the information is still desired, advise the Bureau promptly.

(Security pages attached)

6-13-72

MEMORANDUM 5-72

- 5 -

(E) REPORTING INFORMATION RECEIVED FROM PASSPORT OFFICE - DEPARTMENT OF STATE -- In the future, when reporting information received from the Passport Office, Department of State, which may be disseminated or made known outside the Bureau, the information should be so paraphrased as to protect the Passport Office as the source. This would include the obtaining of a photograph from that office. Should it be necessary to disseminate the information outside the Bureau, the Passport Office could be identified as "U. S. Government records." The true source would then be shown as the Passport Office in cover communications sent within the Bureau or on the administrative pages of reports.

6-13-72

MEMORANDUM 5-72

(F) STOP INDEX MATTERS -- The following instructions pertain to the entry of individuals and vehicles into the Stop Index File and supersede all previous instructions.

With the exception of Selective Service delinquents, the appropriate substantive Division at Headquarters must approve all individuals and vehicles before they are entered into the Stop Index File. Therefore, communications requesting entry of a record must be directed to the attention of the appropriate Division.

A new form (FD-457) has been developed that will accommodate entry, modification, and cancellation of Stop Index File records. A sample of the FD-457 is attached. The form is self-explanatory. A supply of these forms will be furnished to each field office.

For Selective Service delinquents, the field should continue to use the Wanted-Flash-Cancellation Notice (FD-165). One copy should be designated for the Voucher-Statistical Section, Computer Systems Division, rather than National Crime Information Center (NCIC). The Special Investigative Division does not have to approve Selective Service delinquents prior to their entry.

For your information, the categories now authorized for entry into the Stop Index File, by their respective Division, are as follows:

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MEMORANDUM 5-72

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Domestic Intelligence Division

Category I ADEX, Extremist Subjects  
Medburg Case Individuals  
Soviet Vehicles  
Urban Guerrilla Warfare Suspects  
Venceremos Brigade Members  
Weatherman Suspects

General Investigative Division

Bank Robbery Suspects  
Top Jewel Thieves

Special Investigative Division

Selective Service Delinquents  
Selected Organized Crime Figures  
Top Echelon Informants

L. Patrick Gray, III  
Acting Director

Enclosures for (B) and (F)

6-13-72

MEMORANDUM 5-72

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Stop Index File Entry, Cancellation, Modification  
 FD-457 (4-28-72)

TO: Director, FBI ( )

DATE:

FROM: SAC,

SUBJECT:

- Category I ADEX Extremist
- Urban Guerrilla Warfare Suspect
- Venceremos Brigade Member
- Weatherman
- Bank Robbery Suspect
- Top Jewel Thief
- Other: (Specify)

- Place Stop (See NCIC Manual, Part II, for Field Codes)
- Modify Stop (Enter Only Information That Is To Be Changed)
- Cancel Stop (Enter Name And One Other Identifier)

NAM Last Name			First			Middle			AKA Last Name			First			Middle		
FBI Number				SOC Social Security Number													
MNU Miscellaneous No.			DOB Date of Birth			FCB Place of Birth			RAC Race			SEX					
			Month Day Year														

MIS Miscellaneous

License Plate No.		LIS License Plate State		LIY License Plate Year		LIT License Plate Type		
VIN Vehicle Identification Number			VYR Vehicle Year		VMA Vehicle Make		VMO Vehicle Model	
OLN Operator's License Number				OLS Op. License State		OLY Op. Lic. Yr. Exp.		

Caution Statement

2 - Bureau  
 1 - Voucher Statistical Section



PERSONAL ATTENTION

MEMORANDUM 11-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

July 11, 1972

Memorandum to All Special Agents in Charge:

(A) TRAVEL COURTESIES -- Travel assistance and the extending of similar courtesies to persons outside the Bureau are not to be requested of another Field Office or of a Legal Attache Office without prior Bureau approval.

There is no objection to requesting reservations, travel information, etc., for our own employees, whether on official business or on vacations. All such requests should be reasonable and should any office, such as Honolulu or our Legal Attache Offices, find such requests to be burdensome, I should be advised.

7-11-72

MEMORANDUM 11-72

(B) AUTOMOTIVE EQUIPMENT USED IN SURVEILLANCES -- You are reminded of the necessity that automotive equipment used in surveillances be sufficiently varied as to minimize the danger that persons under surveillances will recognize it as "policemen's equipment." A limited amount of special surveillance equipment is located in the various offices. Efforts will be made in the future to augment this equipment. Until procurement of sufficiently varied automotive equipment can be obtained, you are authorized to make appropriate use of rental equipment where necessary; however, it is your responsibility to see that such rental equipment is completely justified. Whenever such use will be extensive and the cost is estimated to exceed \$100, prior Bureau authority must be obtained and may be obtained on an expedite basis. You are reminded of the importance of maintaining special surveillance vehicles and equipment in a secure manner to insure none of our surveillances are in any way jeopardized. Existing regulations require that all radio-equipped surveillance trucks be provided separate garage and storage treatment. The desirability of maintaining other surveillance automotive equipment separately from our normal equipment should be carefully evaluated. Where circumstances dictate, such equipment should be provided the same separate facilities as is now required of radio-equipped surveillance trucks. Appropriate manual changes concerning the rental of surveillance equipment will be forthcoming.

(Security page attached)

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MEMORANDUM 11-72

(C) INTERVIEWS OF SUBJECTS OF SUBVERSIVE-TYPE AND  
REVOLUTIONARY ACTIVITIES -- INVESTIGATIONS ON  
AUTHORITY OF SPECIAL AGENT IN CHARGE - SECURITY  
INVESTIGATIONS OF INDIVIDUALS -- SAC Letter 68-74 dated  
December 24, 1968, authorized Special Agents in Charge to approve  
interviews of rank-and-file black and white extremists as well as  
officers of white extremist groups up to state level unless employed  
in or connected with areas of sensitivity.

Such interviews have been a primary source for the  
development of significant and timely data on possible violations of  
Federal statutes and have additionally resulted in the Bureau's  
development of quality extremist informants.

It is apparent that expansion of SAC authority regarding  
additional interviews will not only provide greater latitude of action  
in the field but also will streamline operations by reducing the  
amount of paper work in the field and at Bureau Headquarters.  
Effective immediately with regard to subversive and revolutionary  
organizations, Special Agents in Charge are authorized to approve  
interviews of rank-and-file members and their counterparts in  
similar nonmembership groups.

Bureau authority, however, will continue to be necessary  
prior to interview of subjects when circumstances indicate a delicate  
situation and a greater than usual risk involved, such as nationally  
prominent individuals, labor leaders and persons in educational,  
mass media, religious or publishing fields. Bureau authority should  
also be obtained to interview those who have publicly disclosed or are  
likely to disclose to the mass media contacts by Bureau Agents for  
the purpose of placing the Bureau in a bad light by falsely charging  
harassment or who have misstated or are likely to misstate the facts  
concerning the interview for self-serving purposes.

Manual and Handbook changes follow.

L. Patrick Gray, III  
Acting Director

7-11-72

MEMORANDUM 11-72

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In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
MEMORANDUM 13-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

July 25, 1972

Memorandum to All Special Agents in Charge

(A) CONFIDENTIAL NATURE OF FBI FILES AND INVESTIGATIONS AND SECURITY OF BUREAU SPACE -- Certain recent incidents dictate that we reexamine at this time the quality of the continuing instructions being given to our employees concerning the sanctity and integrity of FBI files. It is essential that thorough and effective presentations be made to all personnel at regular intervals to insure that they are thoroughly familiar with the confidential nature of our files. The protection of information delivered to us is one of our most important, if not the most important, of our interests, and we must maintain tight security in this area if we are to warrant the continued confidence of the American people. In this regard, we must also guard against loose talk, even among ourselves. Our investigations are not to be discussed with any of our colleagues except those who have a need to know. You should also reemphasize to your employees at this time the need for complete security of FBI premises.

Instructions have been issued to you periodically concerning the above matters, and you should refer to SAC Letter 67-16(A) dated March 14, 1967. That SAC Letter contains an enclosure with 22 separate points relating generally to the confidential nature of the Bureau's work, the security of space and information, the security of Bureau property, and penalties imposed for violations of security regulations. That enclosure captioned "Security Indoctrination of FBI Employees" has been amended and a revision of same is attached. You should utilize this document to implement your instructions to your employees but should not be restricted to this material. Any additional security precautions necessary for your particular office should also be forcefully brought to the attention of your employees.

7/25/72

MEMORANDUM 13-72

(B) MONTHLY ADMINISTRATIVE REPORT - FBI FORM BOOK -- Effective immediately Monthly Administrative Report, Form FD-29i (Accounting Matters - Personnel) should be submitted with the June and December reports only. Monthly totals concerning the number of accountants in each qualification rating assigned to your office, the number of accountants available for accounting work, total days spent during the month on accounting matters, total days of accounting work pending and total days nonaccountants have spent on accounting work should be entered on Form FD-29h (Accounting Matters - Cases) under the Remarks Section. Form 29h is being revised and the new forms will be forwarded separately. No change should be made in the accumulation of information by your office.

Manual changes will follow.

7/25/72

MEMORANDUM 13-72

(C) CONSPIRACY TO IMPEDE OR INJURE OFFICER -- Your attention is directed to Title 18, U. S. Code, Section 372. This Statute provides that if two or more persons conspire to prevent by force, intimidation, or threat any person from holding office under the United States, or from discharging any duties thereof, or to injure him in his person or property on account of his lawful discharge of the duties of his office or impede him in the discharge of his official duties, each of such persons shall be fined not more than \$5,000 or imprisoned not more than six years or both. The Assaulting a Federal Officer Statute, Title 18, U. S. Code, Section 111, covers FBI employees and states that whoever forcibly assaults, impedes, intimidates, etc., violates the statute. Thus to violate Title 18, U. S. Code, Section 111, some force must be used. However, Title 18, U. S. Code, Section 372, since it does not require the prohibited acts be committed "forcibly" provides broader coverage for our employees in those instances where two or more subjects are involved. All Agent personnel are to be alerted to and utilize the Conspiracy to Impede or Injure Officer Statute in furtherance of their respective official duties in those instances where the Assaulting a Federal Officer Statute is not applicable.

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MEMORANDUM 13-72

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(D) SECURITY OF BUREAU MANUALS -- Reference is made to SAC Letter 71-12 (C) concerning security measures to be placed into effect with respect to Resident Agencies. Permission is now being granted for field offices to furnish one set of the Manual of Instructions and the Manual of Rules and Regulations to each Resident Agency where safe-type cabinets or secure vaults are now available. You should reiterate ~~existing security regulations to all personnel assigned to these locations~~ to make it perfectly clear that these manuals should be maintained in the locked cabinets or vaults at all times when they are not actually in use. Manual revisions will be forthcoming.

(Security page attached)

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MEMORANDUM 13-72

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(E) IMMIGRANTS AND REFUGEES FROM COMMUNIST COUNTRIES (EXCEPT YUGOSLAVIA) -- Effective immediately, letterhead memoranda need not be submitted concerning reinterviews in these matters if information furnished by the subject coincides in all respects with that previously obtained.

It is still important that the results of these reinterviews be compared closely with information obtained during previous interviews to discover any discrepancies which possibly indicate that a cover story is being used by the subject.

Manual changes follow.

7/25/72

MEMORANDUM 13-72

(F) SECURITY INFORMANTS - FBI FORM BOOK -- Effective immediately form FD-439 captioned "Confidential Informant and Similar Types of Coverage" which is being revised will be submitted on a quarterly basis instead of monthly. The new self-explanatory form will only include informant information and is being sent under separate cover.

L. Patrick Gray, III  
Acting Director

Enc. for (A)

7/25/72

MEMORANDUM 13-72

July 14, 1972

SECURITY INDOCTRINATION OF FBI EMPLOYEES

Amended Enclosure for SAC Letter 67-16(A) dated  
March 14, 1967.

- (1) General statement as to the confidential nature of Bureau's work, security of space and information, and security of Bureau property.
- (2) All employees should be alert to the possibility that individuals who are not entitled to enter Bureau space might attempt to do so. An unknown individual should be challenged and his identity immediately established. When checking credentials such as an identification card, check should be sufficient to establish that the holder is identical with the photograph he presents.
- (3) Maintenance and similar people must identify themselves when they enter Bureau space and must be under appropriate supervision at all times.
- (4) Bureau space accessible from public space must be locked at all times when unoccupied, even though persons leaving the space will be absent only a brief period.
- (5) Particular care must be given to the security of such matters as messenger boxes maintained on desks and/or tables in Bureau space which is accessible from public space.
- (6) When a telephone call is received concerning a request for official information, classified or otherwise, if there is the slightest question as to the identity of the caller, a return call must be made and no information furnished without a break in the communication.
- (7) Trash of an official nature must be disposed of through the appropriate procedures such as the use of white-rimmed wastebaskets, with particular care that these baskets are not used at the close of business after they are emptied. Trash of an official nature including used carbon paper and the used portions of carbon paper typewriter ribbons, accumulated after collection has been made, must be under lock and key.

- (8) Before securing any Bureau space for the evening, the last employee in each room must check to make certain that all material is properly locked in cabinets and to insure that all file cabinets, windows, and doors are shut and securely locked where appropriate.
- (9) Loss or destruction of certain Bureau property has security ramifications and must be assiduously avoided. Loss or theft of Bureau property must be immediately reported to superior.
- (10) Whenever Bureau mail of any type is carried on elevators, in corridors, or in other public space, the material should be covered.
- (11) Bureau work should not be taken into rest rooms or lounges at any time.
- (12) Discussion of Bureau work with fellow employees should be only on a need-to-know basis. Discussion of Bureau's work with non-Bureau employees is strictly prohibited. This includes even the closest relatives and friends.
- (13) Employees should not needlessly identify themselves as FBI employees, particularly in restaurants and other public places, where they might easily be within earshot of representatives of hostile intelligence services. Neither should employees discuss Bureau work at luncheons, in car pools, or in other areas outside working space, even with a social group made up of Bureau employees only.
- (14) Contact with noncommunist-bloc diplomatic personnel on a sustained social basis should be brought to the attention of the employee's supervisor. All contacts with communist-bloc diplomatic personnel should be reported as well as any unusual or persistent requests for information of a confidential nature from unauthorized personnel regardless of the circumstances.
- (15) All types of arrests, civil litigation, and traffic and parking violations involving Bureau employees must be reported.
- (16) Employees should request authority for travel outside the United States, except to Canada and Mexico.

- (17) Prohibition of discussion of Bureau work with unauthorized individuals extends as well after employee's termination of service with the Bureau.
- (18) Employees are prohibited from making copies for themselves of ~~any reports or correspondence they prepare in the course of~~ their official duties except copies of expense vouchers or of form CA-1 (employee's notice of injury or occupational disease). On separation from the Bureau, every employee must return any official documents made or received while in the Bureau's service except for such items as originals of letters of commendation, censure, or promotion and copies of expense accounts and form CA-1.
- (19) Violations relative to unauthorized disclosure of Bureau information are punishable by immediate dismissal and failure to abide by these requirements may violate Department of Justice regulations and certain criminal statutes. Penalties are severe and may be as high as 10 years' imprisonment or a \$10,000 fine, or both.
- (20) It is unlawful for any member of the Communist Party of the United States to hold employment under the U. S. Government or for any employee of the U. S. to contribute funds or services to the Communist Party of the United States. It is also unlawful for any employee to advise, counsel, or urge any person known to be a member of the Communist Party of the United States to perform or omit to perform any act if such act or omission would violate any provisions of the Subversive Activities Control Act of 1950.
- (21) Disclosure of classified security information by an employee to an individual he knows or has reason to believe is a member of the Communist Party of the United States is an offense punishable by a fine of not more than \$10,000, imprisonment for not more than 10 years, or both. Upon conviction of such offense, the employee becomes ineligible thereafter to hold any office or place of honor, profit or trust created by the Constitution or laws of the United States.

(22) "Executive Order 11652, Section 13 (B) provides 'The head of each Department is directed to take prompt and stringent administrative action against any officer or employee of the United States, at any level of employment, determined to have been responsible for any release or disclosure of national security information or material in a manner not authorized by or under this order or a directive of the President issued through the National Security Council. Where a violation of criminal statutes may be involved, Departments will refer any such case promptly to the Department of Justice.' "



In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
MEMORANDUM 14-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 1, 1972

~~Memorandum to All Special Agents in Charge~~

(A) LAW ENFORCEMENT EDUCATION PROGRAM (LEEP) LOANS -- Reference is made to SAC Letters 69-34(B) dated June 24, 1969, and 71-36(A) dated August 3, 1971. These outlined basic information and Bureau policy concerning handling of requests from applicants for financial aid in the form of grants and loans to attend college for law enforcement officers and students planning law enforcement careers as provided by the Omnibus Crime Control and Safe Streets Act of 1968.

The Bureau will now consider on an individual basis requests from former employees for a letter required for LEEP loan applicants indicating the Bureau will willingly consider the applicant as a desirable candidate for employment in the "criminal justice" field upon graduation or completion of college and meeting required qualifications. As you know, this is not a commitment to actually employ the loan applicant. We will require a statement from the former employee as to his intentions to pursue a career in law enforcement. This should also contain his address plus the identity of the school official, title and address, including zip code number, to whom the letter, if approved, is to be submitted. As you will recall, the Bureau's principal "criminal justice" position is that of Special Agent. If the loan applicant is a former employee of your division, submit your evaluation of the individual involved and recommendation as to whether the letter should be supplied.

Current employees should continue to submit their requests in the same manner as prescribed in above reference. Individuals with no prior Bureau affiliation should continue to be informed we are unable to comply with their request for an "employability letter" and a record is to be kept of such requests. Any correspondence relative to this matter should be addressed--Attention: Personnel Section.

8/1/72

MEMORANDUM 14-72

(B) SPECIAL AGENTS ACTING UNDERCOVER -- The Bureau held a three-day seminar on Stolen and Counterfeit Securities cases for Agents from selected offices between June 12 and 14, 1972. About six hours of this seminar were devoted to exchange of ideas on informant development, handling and control and to undercover activities. The consensus of opinion at the seminar was that the technique of placing an Agent undercover is not sufficiently recognized or encouraged.

This technique should be considered whenever you are faced with the situation where your subjects are looking for an outlet for stolen property. The opportunity to utilize this technique will ordinarily come to your attention when an informant advises that a particular subject is in possession of stolen property or contraband and is attempting to dispose of same. In such a situation, the undercover Agent supplies the outlet and places the subject in a position where he can be arrested in the act of disposing of this material and the material recovered. The technique, therefore, is suited to Theft of Government Property, Interstate Transportation of Stolen Property, and Theft From Interstate Shipment cases. It has also been utilized to good advantage in gambling investigations where Agents have been introduced into the "game" as participants or customers and thereby lay the basis for the arrest or raid. There are other instances where an undercover Agent can be a valuable asset in our investigations.

The advantage over utilizing an informant in the same situation is that the Agent is capable of acting independently without the strict control necessary for proper informant utilization and the Agent can, if necessary, testify without impairing the informant. The Agent's evidence will also be given greater weight in court than the evidence of an informant. The Agent is a trained investigator and ordinarily will obtain considerably more information concerning the criminal enterprise once he is on the "inside" than the informant.

For a detailed discussion of this technique, your attention is invited to Training Guide No. 4 dated June 19, 1969, captioned, "Investigation of Stolen and Counterfeit Stock and Bond Cases." While the "cover stories" and situations in this training guide are directed at stock and bonds cases with slight alterations they can be used in a variety of situations.

8/1/72

MEMORANDUM 14-72

(C) HARDSHIP TRANSFER REQUESTS -- There has been an increased number of hardship transfer requests sent to FBIHQ. I recognize fully that such requests must be given thorough and fair consideration. However, frequently, insufficient information is furnished in order that a final and fair evaluation can be made. Therefore, the following procedures are being placed in effect immediately in connection with such requests.

Each such request must be forwarded to FBIHQ through the Division Head. Any request received directly at FBIHQ will be returned to the appropriate Division Head for necessary handling.

In the event the request is based on a problem involving employee's parents or employee's spouse's parents, the following information must be submitted. Their ages should be furnished as well as written reports from any doctors involved including diagnosis, prognosis, and any recommendation from a medical standpoint. Also furnish the income of parents, who is assisting them now and if such is the case why this would not be sufficient. Where do they live, such as home or apartment; do they have a car; and, do they drive. Of course, any other factors pertinent to the situation necessary in making an evaluation should likewise be submitted.

If the problem relates to employee's spouse or children substantiating doctor's statements must be submitted setting forth diagnosis and prognosis with the recommendation of the doctor. The employee should also be prepared to supply necessary waivers in the event it is necessary that the physician be contacted for additional clarifying information.

Should the problem relate solely to the employee involved, such as an allergy peculiar to the area of assignment, appropriate medical statements must be furnished. Upon receipt of these, final determination must be made by the local Government examining facility.

A thorough report of the particular situation by the Division Head must accompany each such request with a specific recommendation for action based on the results of the interview. In the communication accompanying request, observations of the Division Head should include whether a temporary assignment or a permanent change of station would

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MEMORANDUM 14-72

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be best in view of the circumstances or, of course, it may be recommended that no action be taken. In any event, the interview by the Division Head is considered one of the most important aspects in making a final determination in such matters and, henceforth, merely forwarding the necessary material with the comment that the employee receive favorable consideration consistent with the needs of the Bureau will not be considered acceptable. Of course, Division Head should specifically state whether a replacement would be needed in the event favorable consideration is given to the request. In those instances where a temporary assignment is granted, expenses of same must be borne by the employee.

In the event a permanent transfer is approved, employee should understand that there will be a regular periodic follow-up to determine if a hardship still exists. This will be done approximately one year following the date the employee arrives at the new office of assignment. Such employees should also understand that they will not be considered for promotion to supervisory positions until advice is received that they are completely available for administrative advancement.

You may be assured each case received will be given every possible consideration. However, the above procedures must be followed in each instance.

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(D) CRIME ABOARD AIRCRAFT MATTERS - DR. DAVID GRAHAM HUBBARD - PSYCHIATRIST -- Dr. David Graham Hubbard, born October 5, 1920, at Dexter, New Mexico, is a psychiatrist who allegedly is an expert on skyjackers. In February, 1972, at the insistence of the Federal Aviation Administration (FAA), Dr. Hubbard resigned as FAA hijacking consultant. This followed instances where he made irresponsible statements dealing with past hijackings, misquoted the Administrator of FAA, and attempted to personally inject himself into highly volatile hijacking situations. In one recent hijacking, he exhibited his nuisance character by appearing on the scene and demanding to talk to the hijackers on board the aircraft claiming he had Department of Justice approval when, in fact, no such clearance had ever been given.

In view of the fast-moving nature of aircraft hijacking matters, it is imperative that there be no interference by outsiders. If Dr. Hubbard appears in the future at the scene of a hijacking, you should act accordingly and insure that he in no way participates in or interferes with the effective investigation of a hijacking.

(Security page attached)

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MEMORANDUM 14-72

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(E) INFORMANTS - USE OF FORM FD-356 -- Effective immediately form FD-356 should be used when requesting routine record checks for symbol informants. Previously such requests were sent by secure teletype which, in many cases, required receiving offices to transcribe information to FD-356. All references, such as symbol number, which would tend to identify individual as an informant should be deleted. Number classification (such as 134, 170, or 137) is sufficient to flag receiving offices.

Manual and Handbook revisions follow.

L. Patrick Gray, III  
Acting Director

8/1/72

MEMORANDUM 14-72

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to File No.

August 8, 1972

Memorandum to All Special Agents in Charge:

(A) FBI SUGGESTION PROGRAM - FISCAL YEAR 1972 -- Set out below is a summary of the results of participation by each field division and Legal Attache's office in the FBI Suggestion Program for the Fiscal Year 1972.

OFFICE	SUGGESTIONS	ADOPTIONS	SUBMISSIONS		1971	CHANGE
			AGENTS	CLERKS	TOTAL	
Albany	5	0	3	2	9	- 4
Albuquerque	6	2	6	0	12	- 6
Alexandria	5	2	4	1	3	+ 2
Anchorage	3	0	1	2	1	+ 2
Atlanta	5	2	2	3	1	+ 4
Baltimore	3	1	1	2	6	- 3
Birmingham	3	0	3	0	4	- 1
Boston	8	1	8	0	4	+ 4
Buffalo	0	0	0	0	4	- 4
Butte	5	0	3	2	15	- 10
Charlotte	3	2	2	1	6	- 3
Chicago	7	2	7	0	14	- 7
Cincinnati	10	0	3	7	14	- 4
Cleveland	3	0	3	0	10	- 7
*Columbia	7	0	3	4	9	- 2
Dallas	7	0	5	2	4	+ 3
Denver	11	2	9	2	5	+ 6
Detroit	9	0	7	2	2	+ 7
El Paso	10	2	7	3	12	- 2
Honolulu	9	3	4	5	7	+ 2
Houston	3	0	2	1	6	- 3
Indianapolis	5	0	1	4	4	+ 1
Jackson	4	0	3	1	7	- 3
Jacksonville	4	0	3	1	3	+ 1
Kansas City	8	0	7	1	15	- 7
Knoxville	3	0	3	0	5	- 2

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OFFICE	SUGGESTIONS	ADOPTIONS	SUBMISSIONS		1971 TOTAL	CHANGE
			AGENTS	CLERKS		
Las Vegas	7	0	3	4	8	- 1
*Little Rock	5	1	4	1	6	- 1
Los Angeles	5	1	4	1	9	- 4
Louisville	3	2	3	0	2	+ 1
Memphis	4	0	3	1	9	- 5
Miami	4	2	4	0	5	- 1
Milwaukee	1	1	0	1	6	- 5
Minneapolis	3	0	2	1	2	+ 1
Mobile	17	1	10	7	15	+ 2
Newark	10	4	8	2	7	+ 3
New Haven	9	2	5	4	4	+ 5
New Orleans	25	2	19	6	19	+ 6
New York City	26	5	21	5	24	+ 2
Norfolk	7	1	3	4	10	- 3
*Oklahoma City	58	10	37	21	46	+ 12
Omaha	7	0	4	3	1	+ 6
Philadelphia	15	1	10	5	3	+ 12
Phoenix	18	3	15	3	6	+ 12
Pittsburgh	2	0	0	2	4	- 2
Portland	7	2	4	3	10	- 3
Richmond	15	0	7	8	8	+ 7
Sacramento	10	1	1	9	2	+ 8
Saint Louis	2	0	2	0	12	- 10
Salt Lake City	8	5	4	4	7	+ 1
San Antonio	8	2	4	4	12	- 4
San Diego	4	1	2	2	7	- 3
San Francisco	10	1	10	0	12	- 2
San Juan	8	3	8	0	4	+ 4
Savannah	5	1	2	3	8	- 3
Seattle	18	3	13	5	15	+ 3
Springfield	3	2	0	3	2	+ 1
Tampa	22	2	8	14	26	- 4
Washington Field	21	6	15	6	24	- 3
Beirut	1	1	0	1	0	+ 1
Bern	3	0	1	2	2	+ 1
Bonn	0	0	0	0	1	- 1

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OFFICE	SUGGESTIONS	ADOPTIONS	SUBMISSIONS		1971 TOTAL	CHANGE
			AGENTS	CLERKS		
Brasilia	0	0	0	0	0	0
Buenos Aires	0	0	0	0	1	- 1
Caracas	1	1	1	0	0	+ 1
Copenhagen	3	2	2	1	0	+ 3
Hong Kong	0	0	0	0	5	- 5
La Paz	1	0	1	0	0	+ 1
London	2	1	1	1	0	+ 2
Madrid	2	1	1	1	3	- 1
Managua	0	0	0	0	0	0
Manila	0	0	0	0	0	0
* Mexico City	8	1	4	4	8	0
Ottawa	4	3	4	0	1	+ 3
Paris	2	0	2	0	6	- 4
*Rome	6	1	5	1	1	+ 5
Singapore	0	0	0	0	0	0
Tel Aviv	0	0	0	0	0	0
Tokyo	3	0	3	0	6	- 3
	<u>549</u>	<u>95</u>	<u>360</u>	<u>189</u>	<u>551</u>	<u>- 2</u>

An asterisk adjacent to an entry denotes the office has at least one suggestion awaiting final decision. The Legat Office in Manila reopened in January, 1972, while those in Brasilia and Singapore opened in March and April, 1972, respectively.

The total number of suggestions submitted was 924 of which 324 were adopted with 10 still awaiting resolution. Fourteen suggestions from the previous two fiscal years were implemented during Fiscal Year 1972 making the overall total 338. Estimated first-year tangible benefits amounted to over \$200,000 with additional intangible savings. Twenty-four employees shared incentive awards amounting to \$5890 and, in addition, 8 employees were commended for their contributions.

I wish to express my appreciation for the excellent interest and cooperation displayed by our employees in achieving these noteworthy results. I know I may continue to count on your wholehearted support and participation in the Suggestion Program to help us meet the ever-increasing challenges we face during Fiscal Year 1973.

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MEMORANDUM 15-72

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(B) INCREASED USE OF COURT-AUTHORIZED ELECTRONIC INTERCEPTS -- The Bureau's experience with electronic intercepts clearly establishes their efficacy. Great inroads have been made into organized crime especially in the gambling field by the use of this technique.

~~It is felt that the Field should consider expanding its view~~ of the areas in which this technique can be productive. You are reminded that Title 18, U. S. Code, Section 2516, authorizes this activity in Federal crimes involving, among others, murder, kidnaping, robbery, extortion, Interstate Transportation of Stolen Property, Theft From Interstate Shipment, Embezzlement of Pension and Welfare Funds, Bribery, and Extortionate Credit Transactions.

It would appear that the utilization of this technique should be considered wherever you have an enumerated offense particularly those involving conspiratorial activity. Specifically, electronic surveillance of a fence should develop evidence implicating the fence and the thieves he is doing business with in violation of the Interstate Transportation of Stolen Property or Theft From Interstate Shipment Statutes and produce a situation in which the fence can be prosecuted together with many of the thieves that are supplying him with merchandise. You should be alert to this kind of a situation in the implementation of the Top Jewel Thief program and in the investigation of stolen securities cases. Some areas of the country have evidence that burglary rings are operating and electronic intercepts on a principal member of such a ring should also be considered.

In all our investigative activity we must insure that our Agents are fully aware of the extent of authority that has been granted them in fulfilling their responsibilities and that it is being fully utilized. Court-authorized electronic surveillance is one of the areas in which we must insure all of our Agents have a firm understanding and a willingness to expend the energy necessary to utilize this valuable investigative tool.

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(C) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in June, 1972, should be read by all Legal Instructors: Adams v. Williams, United States Supreme Court, June 12, 1972, officer had right to stop and frisk on report of apparently reliable informant that nearby suspect in high crime area during early morning hours was carrying narcotics and had a gun at his waist. U.S. v. Brown, 457 F2d 731 (1972)(1st Cir.), officer investigating case has right to go upon private land even in absence of probable cause. If officer finds stolen property he has right to remove it if there is danger that it might be removed or destroyed by others while a search warrant is being obtained. U.S. v. Ware, 457 F2d 828 (1972) (7th Cir.), when officer has legitimate reason to identify a vehicle, it is not a forbidden search to check the confidential serial number. U.S. ex rel. Moore v. Koelzer, 457 F2d 892 (1972)(3d Cir.), Federal officers are not immune from civil suits for damages for violation of constitutional rights. U.S. v. Holiday, 457 F2d 912 (1972)(3d Cir.), FBI Agents made emergency entrance to house to arrest bank robbers. Subjects not there. Agents properly seized evidence of the offense seen in plain view. U.S. v. Cecil, 457 F2d 1178 (1972)(8th Cir.), officers lawfully in dwelling to arrest known person had right to arrest unknown third party found there holding a sawed-off shotgun. Advanced knowledge that gun was not registered not required. U.S. v. Bell, 457 F2d 1231 (1972) (5th Cir.), when informant is victim or eyewitness to crime, officer preparing complaint or affidavit need not show proof of informant's reliability. Photo display to witnesses not impermissibly suggestive simply because suspect's photo was full length and others were bust type. U.S. v. Wysocki, 457 F2d 1155 (1972)(5th Cir.), bank robbery suspect arrested in motel room and seated in chair asked Agent to get his clothes from closet. In closet saw box like common gun box, opened it and found fruits of the crime. Evidence admissible. Colten v. Kentucky, United States Supreme Court, June 12, 1972, officers properly enforcing the law have right to do so "free from possible interference or interruption from bystanders, even those claiming a third party interest in the transaction." Defendant properly arrested and convicted for failure to move on when so directed by officer. Argersinger v. Hamlin, United States Supreme Court, June 12, 1972, absent a knowing and intelligent waiver, no person may be imprisoned for any offense, whether classified as petty, misdemeanor, or felony, unless represented by counsel at trial. U.S. v. Smith, 340 F. Supp. 1023 (1972)(D. Conn.), items lawfully seized in search of arrested person, and placed in evidence envelope, may be later reexamined by

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officers. Car which officers had probable cause to search at time of arrest therein may be searched without warrant after arrestee is taken to station. FBI affidavit for search warrant for premises failed to satisfy special requirements for nighttime search. U.S. v. Focarile, 340 F. Supp. 1033 (1972)(D. Md.), use of pen register on telephone is not an interception within the meaning of the relevant statute. Total interception of all wiretap conversations for 12 or 13 days did not violate the "minimization" rule under the facts of this case. Beightol v. Kunowski, 340 F. Supp. 1134, (1972)(M.D. Pa.), a state defendant released on bail without being fingerprinted or photographed and who the next day returned voluntarily to the magistrate's office for his preliminary hearing could lawfully be seized by police and fingerprinted and photographed without warrant or other process. U.S. v. Troutman, 458 F2d 217 (1972)(10th Cir.), probable cause is determined from the collective information possessed by all officers involved in the arrest rather than from only that of the officer actually making the arrest. U.S. v. Singer, 341 F. Supp. 136 (1972)(D. Del.), where FBI Agent obtained written waiver of Miranda rights and subject then confessed and voluntarily gave Agent incriminating personal documents from her purse, the Miranda warning made the documents admissible in evidence without proof of warning on right to be free from unreasonable search and seizure. Hoover v. Slayton, 341 F. Supp. 317 (1972)(W.D. Va.), One man showup of suspect to victim within three hours of the crime held proper. U.S. v. Davis, 458 F2d 819 (1972)(D. C. Cir.), good review of factors important to establishing probable cause. U.S. v. Harper, 458 F2d 891 (1971)(7th Cir.), incriminating records of gambling enterprise taken by employee without any prior contact with Government agents are admissible in evidence. U.S. v. Sadler, 458 F2d 906 (1972)(10th Cir.), officer who lawfully stopped car for routine registration check not required to give Miranda warnings before he had learned facts indicating car stolen. U.S. v. Mitchell, 458 F2d 960 (1972)(9th Cir.), decision strongly endorses police practice of inventorying and safekeeping personal property visible in an impounded car.

L. Patrick Gray, III  
Acting Director

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PERSONAL ATTENTION  
MEMORANDUM 21-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

September 12, 1972

Memorandum to All Special Agents in Charge:

(A) SPEECH MATTERS - PARTICIPATION IN PANEL DISCUSSIONS -- SAC Letter 68-66 (B), dated 11-19-68, cautioned regarding involvement in panel discussions and specified Field procedures in handling such invitations, which instructions are hereby reiterated and emphasized.

Radio and television appearances are obviously included in these instructions.

While it is recognized that the nature of a program is ordinarily volunteered by the inviting party, it is incumbent on you to specifically determine this data if such information is not provided to insure that Bureau representatives are not inadvertently placed in disadvantageous positions.

All Bureau speakers are again reminded of the need to be especially alert to avoid involvement in controversial matters during this highly sensitive election year.

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(B) SPEAKER IDENTIFICATION -- Your attention is directed to the requirement that transcriptions of tape recordings should be submitted when requesting voiceprint examinations by the FBI Laboratory. Bureau policy is clearly and concisely set forth in SAC Letter 68-32, and the procedures are set forth in the Manual of Instructions, Section 8Q. Both policy and procedure should be followed when obtaining and transmitting voice recordings to the FBI Laboratory for this type of examination.

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(C) BUREAU MAIL - FD-441 - RETURN RECEIPT CARD -- SAC Letter 72-17 (D) dated 3-21-72, informed that new procedure to verify receipt of your mail was being instituted at FBIHQ on trial basis. This trial procedure is being discontinued. Discontinue submitting Xerox copy of manifests after close of business 9-15-72. Any FD-441 bearing date of 9-16-72, or later will be returned to sending office as in past. In event FD-441 is not returned after normal period required for mail from Bureau to reach your office, you should request Bureau to check its postal manifests to determine if item was received. Such request should be submitted promptly as delay in making request will require an unnecessary review of a larger number of daily manifests.

(Security pages attached)

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(D) REPORT WRITING - SECURITY INVESTIGATIONS OF INDIVIDUALS -- Airtel to all SACs dated November 15, 1971, captioned "Security Investigations of Individuals" (Section 87G, Manual of Instructions), sets forth the reporting schedule for the submission of periodic reports or letterhead memoranda for the various categories of the Administrative Index (ADEX).

In order to effect economy, reduce the required paper work in the field, and release Agent personnel for more effective and productive utilization of time in the security field, the following changes are being made in the reporting requirements in security investigations of individuals:

1. Semiannual, annual, and biennial reports or letterhead memoranda no longer need be submitted solely for the sake of reporting.
2. An initial summary report must be submitted at the time the subject is recommended for inclusion on the ADEX and should be as complete as possible.
3. Current significant pertinent information and/or activities of the subject should be reported on a current basis as it occurs utilizing teletypes, nitels, or airtels with letterhead memoranda suitable for dissemination.
4. In the event the complexity or prosecutive potential of case or other reasons so dictate, the SAC or Headquarters may instruct that reports be submitted.
5. These instructions in no way alter present investigative and reporting requirements as they pertain to organizations.
6. Our responsibility to disseminate fresh, timely intelligence information to other government agencies is in no way diminished by this streamlining of reporting requirements. It is expected that with the reduction of repetitive paper work, we should be in a better position in the security field to develop a higher caliber of intelligence information through the additional time that we can now devote to the development of quality sources and informants.

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(E) ADMINISTRATIVE INDEX (ADEX) - STREAMLINING MEASURES -- ADEX has now been in operation for more than 8 months, during which time a thorough evaluation of its effectiveness and procedures has been made. Based on discussions with field personnel as well as our own observations at Bureau Headquarters, it is believed that several major revisions should be made at this time.

ADEX has represented a listing of individuals engaged in subversive activity who are considered a potential or actual threat to the national security. As now constituted, it is divided into four categories corresponding to varying degrees of dangerousness. The current ADEX criteria are broadly worded and allow the inclusion of individuals who, although they subscribe to subversive or revolutionary doctrines, do not necessarily represent a danger to the national security at this time.

After a careful assessment of this matter, it is believed that ADEX criteria should be amended to provide for the inclusion only of individuals who pose a realistic, direct, and current danger to the national security. In other words, it is believed ADEX should list only persons who are regarded as dangerous now.

In reviewing existing criteria, it is believed that essentially those individuals who are presently in Categories I and II would meet the test of being dangerous now, but that most, if not all, of those in Categories III and IV would not. It is further believed that ADEX should not be broken into separate categories, but should be a single, selective listing. It is also felt that ADEX should be strictly a by-product of our investigative activity and not in and of itself generate any investigation or govern reporting procedures.

Accordingly, the following revisions with respect to ADEX are being placed in effect immediately:

1. REVISED CRITERIA

Only the following individuals should be included in ADEX:

Individuals, whether affiliated with organized groups or not, who have shown a willingness and capability of engaging in treason, rebellion or insurrection, seditious conspiracy, sabotage, espionage, terrorism, guerrilla warfare, assassination of Government officials or

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leaders, or other such acts which would result in interference with or a threat to the survival and effective operation of national, state or local government.

This would include leaders of organizations whose aims include the overthrow or destruction of the United States or the government of any State, Territory, district, or possession thereof, or the government of any political subdivision therein, by unlawful means. Mere membership in such organizations is not sufficient in itself to warrant inclusion in ADEX.

The term "leaders" denotes those individuals, irrespective of title, who are in a position to significantly influence the policies or direct the activities of the group.

Individuals should be considered "dangerous now" to the national security when reliable information has been received that they have engaged in activity falling within the above-described criteria during the past two years and there is no indication they have given up or ceased to engage in such activity.

There may be some instances where retention of an individual in ADEX is justified even though no specific information is available during the prior two years. For example, such retention would be warranted in the case of individuals who have gone into hiding, left the country, have been imprisoned, or similar circumstances and there is no reliable information available indicating that they have renounced activities covered in the above criteria.

## 2. IMPLEMENTATION OF REVISIONS

In order to bring about the desired revision of ADEX without creating an additional work load both for the field and Bureau Headquarters, the following procedures will be followed:

a. Arrangement of ADEX into categories is hereby abolished. Until such time as cases on each individual now included in ADEX can be reviewed, ADEX will include only the names of those individuals now listed under Categories I and II.

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b. It is recognized that many individuals currently listed in Categories I and II do not fall within the criteria as described herein. Likewise, it is possible that some individuals currently listed in Category III or even Category IV could fall within the new criteria. However, to avoid having to make an immediate determination of eligibility for ADEX by reviewing each case, the arbitrary listing of Category I and II and arbitrary deletion of Categories III and IV is being made at the outset.

c. Existing Category I cases are all in pending status at this time. Each of these cases should be reviewed at time it next comes up for reporting or verification purposes in line with ticklers set up under the old ADEX rules. A determination should then be made as to whether or not the subject meets the new criteria. If so, submit FD-122 to this effect including succinct statement citing specific basis for inclusion. If not, recommend deletion from ADEX by FD-122.

d. In connection with Category II subjects, no immediate action is required. Case should be reopened when it is next scheduled for verification under the old rules. Determination should then be made as to whether or not subject meets new criteria. Thereafter, handle as set out above regarding Category I subjects.

e. Concerning Category III and IV subjects, no immediate action is necessary. (As indicated above, these individuals will have been arbitrarily removed from the new ADEX.) These cases should be reopened in accordance with the former ADEX verification schedule and reviewed to determine whether or not the subject meets the new criteria. If the individual does not meet the revised criteria, as can be expected in most instances, advise Bureau by routing slip that review has been made and subject does not meet new ADEX criteria. No further explanation or comments are necessary. Also make appropriate notation in field office file to the effect case has been reviewed and Bureau advised that subject does not meet ADEX criteria. No additional action is needed.

If, on review, it is believed a Category III or IV subject does meet the new criteria, submit FD-122 recommending subject for ADEX and including a succinct statement justifying such action.

f. Form FD-122 will require revision for complete suitability under the revised ADEX. However, you should continue to use the current form until such revisions can be made.

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g. Do not destroy any existing ADEX cards until instructed to do so by Bureau. Category I and II cards should now be consolidated to form revised ADEX. Category III and IV cards should be set aside in separate inactive file (for possible future incorporation in ADEX when cases are individually reviewed). Should it later be determined that cards in Categories III and IV should be included in revised ADEX, such cards can then be moved into new ADEX. Eventually, all cards in revised ADEX will be the same color. However, until new card is actually required due to change of information, card being used now under current ADEX categories should continue to be used. Category designation should be deleted on all cards included in revised ADEX.

### 3. DETERMINATION OF ELIGIBILITY FOR ADEX INCLUSION

The Bureau recognizes that anyone who has embraced a philosophy that includes advocacy of the overthrow of our form of government is a potential enemy. However, in many instances an individual may believe in some other form of government or even in the overthrow of our form of government, but have no willingness or capability of engaging in activity other than a philosophical discussion or debate. Such persons subscribe to an alien philosophy, but their activities have not gone beyond an ideological stage. This would include attendance at meetings, taking part in theoretical discussions or other activity which stops short of advocating or engaging in action to overthrow the United States.

Examples might be members of the Communist Party, USA, or the Socialist Workers Party, or other old-line revolutionary groups which basically advocate an overthrow of our present form of government, but where the subject's activity has been ideological in nature and not oriented toward action. In this connection, however, each case must be reviewed on its individual merits, since the willingness and capability of individuals to engage in action dangerous to the national security is the primary factor in making a determination for inclusion in ADEX.

Under normal circumstances members of such hate groups as the Ku Klux Klan would not meet the criteria for inclusion in ADEX. There could be exceptions, however, and each case must be examined individually to determine if it meets the new criteria. These criteria can apply to persons involved with extreme right as well as extreme left organizations, or to individuals who have no affiliation with organized groups but who are anarchists and are engaged in attempts to destroy the United States.

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The test is whether an individual has shown a willingness and intent coupled with a capability to engage in activity covered in the ADEX criteria and represents a current danger to the national security.

#### 4. MISCELLANEOUS REQUIREMENTS

a. At the time an individual is recommended for ADEX under the revised criteria, an administrative tickler should be prepared and set to come up two years later. This tickler is independent of any assignment card maintained on the case and is solely for the purpose of insuring that all ADEX cases are reviewed at 2-year intervals to insure that they continue to meet the criteria. When an ADEX case comes up for review on such tickler, it should be carefully reviewed and a determination made as to whether or not the subject's activities continue to fall within ADEX criteria. If so, the tickler should be reset for an additional two years. If not, institute appropriate action to delete subject from ADEX by FD-122 and destroy tickler.

b. If at any time information is received indicating that ADEX subject has changed his residence or employment addresses, appropriate inquiry should be conducted and the Bureau advised by FD-122 if change of address is verified.

c. If at any time information is received that an individual carried in the ADEX no longer meets the criteria, appropriate inquiry should be immediately instituted to resolve the matter. If it is determined the subject no longer meets ADEX criteria, submit FD-122 recommending deletion.

d. When subject is being recommended for ADEX, an investigative report should be submitted summarizing the subject's activities and setting forth his background, unless a report was previously furnished to the Bureau in the case. In the latter instance, submit a report or LHM bringing subject's activities up to date. No additional reports or LHMs are required merely for ADEX purposes. Changes or deletions in pertinent background information or other data contained on the ADEX card should be made by FD-122. Of course, any reporting requirements set forth elsewhere in the Manual of Instructions or otherwise requested by Bureau Headquarters should be adhered to.

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e. Prior requirements concerning the periodic verification of the employment and residence addresses of ADEX subjects are abolished.

f. An individual's employment at a Key Facility is not a determining factor as to whether or not he should be included in ADEX. Persons employed in key facilities should be included in ADEX only if they otherwise meet the new criteria.

Appropriate manual changes will follow. Any questions which may arise in connection with the new ADEX criteria or any matter which the field believes requires additional clarification, should promptly be brought to the attention of Bureau Headquarters, attention Research Section, Domestic Intelligence Division, using caption "ADEX."

L. Patrick Gray, III  
Acting Director

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PERSONAL ATTENTION  
MEMORANDUM 22-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

September 19, 1972

Memorandum to all Special Agents in Charge:

(A) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in August, 1972, should be read by all Legal Instructors: U.S. v. Ammidown, 341 F. Supp. 1355 (1972)(D. D.C.), Miranda warnings unnecessary to admissibility of statements made by accused to officers at time when they interviewed him under mistaken belief he was a witness only. Boyd v. Hoffman, 342 F. Supp. 787 (1972) (N. D. Ohio), officers reasonably and in good faith executing search warrant valid on its face not liable in damages for alleged violation of civil rights in making search. Taylor v. Minnesota, 342 F. Supp. 911 (1972)(D. Minn.), in a lawful search things may be seized which relate to the offense even though not described in the warrant. U.S. v. Ivanov, 342 F. Supp. 928 (1972)(D. N.J.); U.S. v. Tortorello, 342 F. Supp. 1029 (1972)(S. D. N. Y.), instructive decisions on defense claims to be expected in case of alleged illegal wiretapping. Ricehill v. Brewer, 459 F2d 537 (1972)(8th Cir.), where there was probable cause for murder charge, booking for vagrancy does not make the arrest illegal. U.S. v. Keeble, 459 F2d 757 (1972)(8th Cir.), officers investigating murder found body near defendant's then unoccupied house, saw blood stains and other evidence of crime in the house by looking through window, then entered house through partly opened door and took photographs. Photographs admissible; no unreasonable search and seizure. U.S. v. Nelson, 459 F2d 884 (1972)(6th Cir.), decision lists five different situations in which officers may make warrantless search of premises. U.S. v. Williams, 459 F2d 909 (1972)(6th Cir.), text shown for FBI affidavit stating probable cause for search warrant in Federal gambling case. U.S. v. Rodriguez, 459 F2d 983 (1972)(9th Cir.), momentary detention for identification held reasonable. U.S. v. Cox, 459 F2d 986 (1972)(5th Cir.), defendant's statement to officers after illegal arrest admissible on showing that it was voluntarily given. Fields v. Swenson, 459 F2d 1064 (1972)(8th Cir.) investigative stop, followed by arrest for burglary and search of suspect's car, upheld. U.S. v. Wheeler, 459 F2d 1228 (1972)(D. C. Cir.), officer

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driving jailed traffic violator's car to impounding lot properly seized brown envelope in open view therein and of type known to be used to carry narcotics. U.S. v. Moore, 459 F2d 1360 (1972)(D.C. Cir.), return of arrested suspect to scene of crime for identification, within 15 minutes of the offense, was proper. U.S. v. Mallory, 460 F2d 243 (1972)(10th Cir.), absent other evidence, one who is passenger only in car possessed by another and containing contraband cannot lawfully be arrested for possession of contraband or for being aider and abettor. Example of facts held sufficient to allow FBI to stop suspected bank robbery car for investigation. U.S. v. Harrison, 460 F2d 270 (1972) (2d Cir.), photo display to witnesses not improper simply because defendant's photo was front view only while others were double view - full face and profile - or because defendant was clean-shaven and others were lightly whiskered. U.S. v. Leal, 460 F2d 385 (1972)(9th Cir.), on a founded suspicion of criminal conduct, officer may stop car and occupants for investigation. U.S. ex rel. Carter v. Mancusi, 342 F. Supp. 1356 (1971)(S.D. N. Y.), lineup is lawful where defendant is illegally detained but he voluntarily appears in the lineup after advice that he has right to refuse. U.S. v. Rubin, 343 F. Supp. 625 (1972)(E.D. Pa.), dwelling being remodeled has same protection against unreasonable search and seizure as one being lived in. Decision shows limited scope of the emergency search rule. U.S. v. Miller, 460 F2d 582 (1972) (10th Cir.), example of search of mobile home under the "exigent circumstances" rule applicable to vehicles. U.S. v. Harris, 460 F2d 1041 (1972)(5th Cir.), an unsolicited inculpatory remark by defendant, not in custody, made to FBI Agent, may be testified to by Agent without proof of Miranda warnings. Chaney v. Wainwright, 460 F2d 1263 (1972)(5th Cir.), where probable cause for arrest without warrant exists, the arrest is lawful despite officer's failure to specify correct charge. U.S. v. Zamora-Yescas, 460 F2d 1273 (1972)(9th Cir.), officers may question accused without giving notice to counsel if accused first waives his right to presence of counsel. U.S. v. Springer, 460 F2d 1344 (1972)(7th Cir.), confession not involuntary simply because FBI Agent told defendant that his cooperation would be made known to United States Attorney. U.S. v. Ash, 461 F2d 92 (1972)(D.C. Cir.), when witness to crime describes suspect in height and weight rather than facial characteristics (robber wore ski mask), photos shown to that witness should be full length rather than facial only. Suspect on bond may be forced to

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return for lineup. Where no lineup held, and suspect is available for lineup, and Government attempts to identify suspect by showing photographs to witnesses, suspect has constitutional right to presence of counsel at such showing. (Case on appeal to Supreme Court; note similarity to original Zeiler decision referred to in decision.) U.S. v. Brown, 461 F2d 134 (1972)(D.C. Cir.), where robbery witness had good look at robbers but did not identify them in properly held lineup, giving poor lighting conditions as reason, it was not improper to later show her a photograph of the lineup and allow her to make an identification from that photograph. Defense counsel need not be present. (See also U.S. v. King, 461 F2d 152 (1972)(D.C. Cir.).

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MEMORANDUM 22-72

(B) ASSIGNMENT OF SPECIAL AGENTS TO CIVIL RIGHTS INVESTIGATIONS -- In addition to existing Bureau instructions relating to the assignment of Civil Rights cases as set forth in the Manual of Instructions, Volume II, Section 27 G, good judgment must be utilized and these cases will not be investigated by Special Agents who have excellent, close working relationships with the officers who are the subjects of such investigations and/or with the specific law enforcement or other agency involved.

Special Agents will continue to be responsible for conducting a thorough interview and obtaining full details from the initial complainant whether he be the victim or otherwise even though they may have excellent, close working relationships with the officers or the specific law enforcement or other agency involved in the complaint. In view of the additional burden in travel time which may be involved, the deadline in these cases for a preliminary investigation is being extended to 21 calendar days. FBI Handbook and Manual of Instructions changes are forthcoming.

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MEMORANDUM 22-72

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(C) LAW ENFORCEMENT EDUCATION PROGRAM (LEEP) - GRANTS AND LOANS - AVAILABILITY OF FUNDS IN THE WASHINGTON, D. C., AREA -- Reference is made to SAC Letters 69-34 (B) dated June 24, 1969, and 71-36 (A) dated August 3, 1971, which set out basic policy concerning LEEP grants and loans.

It has recently been brought to the Bureau's attention that Bureau clerical employees in the Washington, D. C., area making their first application for a loan under LEEP are being advised that there are no funds available for students newly entering the Program in the Washington, D. C., area. Law Enforcement Assistance Administration officials advised that there may be some funds available for new student loans beginning with the Winter quarter or semester; however, there can be no guarantee that all students applying will be granted a loan.

The above information is being made available to all Field Offices for information in connection with the clerical applicant recruitment program for FBI Headquarters. All persons inquiring about educational opportunities in the Washington, D. C., area under the LEEP should be advised of the current situation concerning availability of funds.

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MEMORANDUM 22-72

(D) SECURITY OF BUREAU SPACE -- Reference SAC Letter 53-39(E), dated June 2, 1953, regarding the security of Bureau field offices and instituting the use of Form FD-215. Security Patrol Clerks will no longer be required to execute the FD-215 when they are working in field offices or locations at FBI Headquarters where a Special Agent on duty is directly supervising these individuals. Form FD-215a will continue to be used for the combined security patrol report.

(Security pages attached)

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MEMORANDUM 22-72

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(E) INTERVIEWS WITH SUBJECTS OF SECURITY INVESTIGATIONS --  
Current Bureau regulations require that interviews with subjects of security investigations should be conducted by two Agents. Additionally two Agents should be physically present during interview or contact with known or suspected Nation of Islam members in all cases. In white extremist investigations, such as the Klan, two Agents should be present at interview when considerations of sensitivity or security warrant or when good judgment dictates.

Taking into consideration the significant diversity between the philosophies and propensity for violence of the organizations and individuals that come within the purview of our security investigative jurisdiction, the above requirements have been carefully analyzed and reviewed.

In order to streamline operations, and provide greater latitude to the field, effective immediately, Special Agents in Charge are being given the responsibility and option of deciding when two Agents should be present during interview of any security subject. This applies to all types of security investigations, i. e., revolutionary, subversive, and extremist.

Security, sensitivity and good judgment should continue to be considerations in evaluating necessity for two Agents to conduct interviews of this nature.

Manual and Handbook changes follow.

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MEMORANDUM 22-72

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(F) KLAN AND OTHER WHITE EXTREMIST ORGANIZATIONS AND INDIVIDUALS - DISSEMINATION - EXTREMIST MATTERS - WHITE HATE -- In order to standardize and limit dissemination of information pertaining to white extremists, dissemination policy as set forth in Manual of Instructions, Section 122, page 5, item 9 a, should be discontinued.

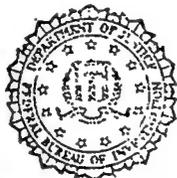
Effective immediately, you should furnish Navy, Army, and Air Force, on a local level, only those reports or letterhead memoranda pertaining to unaffiliated white extremists or individuals connected with such Klan or other white extremist organizations where there is a specific bona fide interest in the individual by the specific military agency. Such documents should be furnished locally only in those instances where the information pertains to military personnel, individuals connected with the military, and/or organized or individual activities planned against a specific military base. Do not disseminate organizational reports unless a specific request is received from the interested military agency.

Changes in Manual of Instructions will be forthcoming.

L. Patrick Gray, III  
Acting Director

9/19/72  
MEMORANDUM 22-72

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

October 10, 1972

Memorandum to All Special Agents in Charge:

(A) SPECIAL AGENT RECRUITMENT PROGRAM -- New Agents' Classes for the remainder of Fiscal Year 1973 have been rescheduled as follows:

October 16, 1972	March 26, 1973
November 20, 1972	April 9, 1973
January 15, 1973	April 23, 1973
January 29, 1973	May 7, 1973
February 12, 1973	May 21, 1973
February 26, 1973	June 18, 1973
March 12, 1973	

Since there will still be only a limited number of vacancies, you should continue to place emphasis on law applicants, accounting applicants, female applicants and members of minority groups, as well as other applicants who appear to have outstanding qualifications. Continue to forward necessary papers to FBI Headquarters on accounting, science and language applicants so that examinations and transcripts may be reviewed. Hereafter, without prior Bureau authority, you may institute investigation on other applicants you have determined are fully qualified, who pass the examinations, and are favorably recommended. All applicants on whom investigation is to be instituted must, of course, undergo a complete physical examination at a Government facility.

(Security pages attached)

10/10/72  
MEMORANDUM 25-72

(B) INFORMANTS AND SOURCES - PAYMENTS -- As you are aware informants and sources receiving compensation from the Bureau are reimbursed on the basis of the value of the information reported, services performed and expenses incurred. An increasing tendency has been observed in field submissions to request special payments or justify regular payments for informants or sources seemingly based on personal needs of the informant as distinct from the value of information furnished and legitimate and related expenses incurred. The personal needs of an informant, such as repair of a vehicle, illness or other pressing necessity for funds, do not meet the basic criteria of information furnished or related expenses. Informants should not be influenced to believe we will pay for such personal needs. The basic concept that the informant is selling information of value on a c.o.d. basis, much as an independent contractor, and is not an employee must be adhered to and understood by contacting Agents and the informants.

This does not, however, preclude use of imagination and innovation when a source of considerable potential value needs financial inducement to engage in gathering of information under conditions which will take time to reach fruition and may involve considerable risk and hardship. In such instances you should fully develop the facts and present them to FBIHQ for approval prior to making any commitment.

This matter will continue to receive careful attention at FBIHQ and you will be held accountable to insure that payments are for value received. These instructions should be called to the attention of all Special Agents in your office handling informants and sources.

10/10/72  
MEMORANDUM 25-72

- 2 -

(C) ADEX - SECURITY INVESTIGATIONS OF INDIVIDUALS --

The revision of ADEX initiated by Memorandum to All SACs 21-72, dated September 12, 1972, should not be construed as a reduction in this Bureau's efforts in the national security field. While the ADEX is now to contain only individuals determined by investigation to be "dangerous now," there has been no change or relaxation in our responsibilities to identify on a continuing basis through appropriate investigations those individuals who may be dangerous or potentially dangerous to the national security. It is important also to keep in mind that to obtain vital information relating to national security matters, we must not relax our efforts to develop and maintain a strong security informant program. The continued maintenance of a strong informant program will enable us to identify those who represent a current threat to the national security and who should be included in ADEX. Additionally, a good informant program makes it possible to redirect manpower resources to other high priority matters in the internal security field.

Insofar as policy of instituting security investigations of individuals is concerned, there has been no change in the policy set forth in Section 87D of the Manual of Instructions. The same is true regarding dissemination of information developed during security investigations of individuals. Aside from the provisions set forth in SAC Memorandum 21-72 (D) streamlining reporting procedures, policy on dissemination of data developed in security investigations of individuals outlined in Section 87H of the Manual of Instructions continues to apply. Agents and supervisors handling security investigations should be thoroughly familiar with these two sections of the Manual of Instructions.

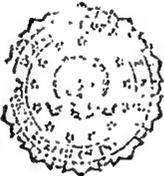
For your information, a system of listing subversive and extremist individuals for future identification and reference aside from those included in ADEX is presently being formulated at the Bureau.

L. Patrick Gray, III  
Acting Director

10/10/72

MEMORANDUM 25-72

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PERSONAL ATTENTION  
SAC LETTER 71-3

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

January 19, 1971

(A) FUGITIVE MATTERS--(a) FUGITIVE FORM LETTER (FD-65), and (b) REPORTING APPREHENSION OR DISMISSAL OF PROCESS PRIOR TO APPREHENSION; NATIONAL CRIME INFORMATION CENTER (NCIC) -- In the past the NCIC Control Room handled all NCIC entries and other transactions for offices without an NCIC terminal.

Presently all field offices have access to NCIC through their own terminal devices, except for the Anchorage and San Juan Offices. Installation of NCIC terminals in the Anchorage and San Juan Offices is expected in the near future. Until such time as a terminal is installed in these offices, NCIC transactions involving fugitives will be handled temporarily for them through the NCIC terminal located in the Special Investigative Division, Fugitive Section. Other transactions for these two offices will continue to be handled by the NCIC Control Room.

Since offices now have the capability of handling their own NCIC transactions by direct communications with the NCIC computer through their own terminal devices, or in the case of the Anchorage and the San Juan Offices having this done for them by the Fugitive Section, it is no longer necessary to provide the NCIC Control Room with data necessary to "enter" fugitives in NCIC, or location/apprehension or dismissal of process information needed to "clear" or "cancel" a fugitive's NCIC record.

Therefore, effective immediately, all offices are to adhere to the following instructions. The original only of Fugitive Form Letter (FD-65) is to be submitted to the Bureau. Further, a copy of airtels reporting apprehension/location or dismissal of process prior to apprehension should no longer be submitted to NCIC. Submit only original of Deserter Fugitive Airtel (FD-220, blue) and one copy of FD-220a, (thin white) to Bureau in deserter fugitive matters. When teletypes are used for reporting this type of information, the abbreviation "NCIC" is no longer to be placed in the title.

The above should be brought to the attention to all investigative and stenographic personnel. Appropriate manual changes are forthcoming.

(Security Letter on attached page)

1/19/71

SAC LETTER 71-3

(B) VISITORS TO RUSSIA - INTERNAL SECURITY - RUSSIA -- Over the past several months, information has come to the attention of the Bureau which indicates that various United States manufacturing concerns are sending technical representatives to the Soviet Union in connection with the sale of industrial equipment to that country. Individuals in this category may be presumed to have an extensive technical background and their assignment in the Soviet Union may range from several days to several weeks. They present an attractive target for recruitment by Soviet intelligence services and their extended residence also presents ample opportunity for assessment and a recruitment approach.

You should insure that all investigative personnel who have responsibilities in this area are aware of these circumstances. If instances of this type come to your attention, it is desired that investigation be undertaken and, in the absence of factors dictating to the contrary, interviews be conducted to determine if recruitment approaches have been made.

Follow instructions controlling investigations in this category which are contained in Section 105G, Manual of Instructions. Advise Bureau of results of any investigations initiated.

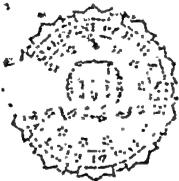
Very truly yours,

John Edgar Hoover

Director

1/19/71  
SAC LETTER 71-3

- 2 -



## UNITED STATES DEPARTMENT OF JUSTICE

## FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

January 26, 1971

(A) EXPUNGING ARREST DATA -- The volume of correspondence from citizens, attorneys, and court officials, concerning the expungement of arrest data from FBI identification files has increased substantially. Accordingly, we are immediately disseminating a letter to all fingerprint contributors (cc y attached).

Bear in mind that while non-Federal arrest prints will be returned to the submitting agency upon request, the same procedure is not followed as regards Federal arrest prints. The latter are property of the United States Government and are retained permanently in our files. U. S. Marshals Manual, 702.02, provides "Fingerprint records may not in any case be returned to a defendant, whether or not he is acquitted of the charge against him." U. S. Attorneys Manual, 8-83, provides "United States Attorneys are directed to vigorously oppose all petitions, applications, or motions filed in any district court seeking the return or destruction of such records." The Federal courts consistently have upheld this right to retain Federal arrest prints.

In your contacts with law enforcement agencies and court officials, please emphasize that we will return non-Federal arrest prints only to the contributing agency and this results in an automatic expunction of such information in our files. The request for the return of prints must emanate from the contributing agency. We will not honor requests from other sources, including court orders supplied directly by local courts, even though charges have been dismissed or subject acquitted. All Special Agents in your office should be thoroughly familiar with these procedures.

1-26-71

SAC LETTER 71-4

(B) COMPANY - FUGITIVE MATTER -- This company continues to furnish our Office, on a confidential basis, itineraries for circuses, carnivals and other such outdoor amusements. In addition, the company has furnished information obtained from its mail service, which arises from the processing of mail held on behalf of people in show business. The advertising department, has moved to Leads relating to itineraries of outdoor amusements should now be directed to the Office. You should continue to forward mail stops to the Office. Manual of Instructions is being revised.

1-26-71

SAC LETTER 71-4

(C) FEDERAL RESERVE ACT - SECTION 915, PUBLIC LAW 91-609, EXPANSION OF TITLE 18, SECTION 1014, U. S. CODE -- Public Law 91-609, approved December 31, 1970, commonly referred to as the "Housing and Urban Development Act of 1970" includes Section 915, an amendment to Title 18, Section 1014, U. S. Code, which broadens the current section of the statute prohibiting the submission of false statements on loan and credit applications to include an insured state-chartered credit union, any institution the accounts of which are insured by the Federal Savings and Loan Insurance Corporation, any bank the deposits of which are insured by the Federal Deposit Insurance Corporation, any member of the Federal Home Loan Bank System, the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or the Administrator of the National Credit Union Administration.

In view of the possible increase in this Bureau's investigative burden created by this legislation, the Bureau has directed an inquiry to the Department of Justice seeking guidelines as to investigative and prosecutive handling of these matters.

Until such time as advice is furnished by the Department, any complaints received which fall within the areas of the amended statute should be thoroughly discussed with the appropriate U. S. Attorney prior to conducting any investigation to determine whether prosecution would be pursued by the U. S. Attorney should a violation be proven.

You will be advised as to the guidelines arrived at by the Department. Appropriate Manual and FBI Handbook changes will be forthcoming.

1-26-71  
SAC LETTER 71-4

(D) DISSEMINATION TO ARMY, NAVY, AND AIR FORCE -- In view of recent developments concerning investigations conducted by the Army, the Bureau desires, effective immediately, that close attention be given to the type of information being disseminated to the Army, Navy, and Air Force. In the future you should strictly limit dissemination to the military services to the provisions of the Delimitations Agreement and the Memorandum of Understanding between the Departments of Justice and Defense, as well as information pertaining to threats against the three military services. For details of the provisions of the Delimitations Agreement and the Memorandum of Understanding, you are referred to Section 102 of the Manual of Instructions. You will be expected to give close attention to this matter to insure that unnecessary information will not be disseminated to the military services.

1-26-71  
SAC LETTER 71-4

(E) TRAINING - LEGAL INSTRUCTORS -- The following significant decisions reported in December, 1970, should be read by all Legal Instructors: U. S. v. Edmons, 432 F2d 577 (1970) (2d Cir.), exclusionary rule outlaws evidence obtained as direct result of pretext arrest; U. S. v. Kaye, 432 F2d 647 (1970) (D.C. Cir.), when description of premises to be searched is narrower in warrant than in affidavit, warrant description controls; U. S. v. Cobb, 432 F2d 716 (1970) (4th Cir.), example of inadequate search warrant affidavit; any person against whom search is directed has standing to complain; U. S. v. Bekowies, 432 F2d 8 (1970) (9th Cir.), example of suspect being in custody for Miranda purposes while being questioned by officers in his own home; U. S. v. Barnes, 432 F2d 89 (1970) (9th Cir.), arrested suspects who refused to waive Miranda rights were confronted by officers with third suspect who then and there confessed. Original two suspects then confessed on being asked by officers if third suspect's story was true. Confessions of original two suspects not admissible; U. S. v. Fish, 432 F2d 107 (1970) (4th Cir.), absent any unusual circumstances, questioning of suspect by officer in his own home is noncustodial and does not require Miranda warnings; Henry v. U. S., 432 F2d 114 (1970) (9th Cir.), suspect in custody is not entitled to counsel when sample of his hair is taken for scientific examination as possible evidence; U. S. v. James, 432 F2d 303 (1970) (5th Cir.), FBI warrantless search of jailed suspect's personal effects taken six hours earlier by sheriff was reasonable because delay for warrant might have frustrated government's continuing and urgent investigation; U. S. v. Seay, 432 F2d 395 (1970) (5th Cir.), if probable cause for local arrest was present, arrest is legal despite officer's plan to only hold suspect for federal charges. Police towing of suspect's locked car to storage place is not unreasonable; Shepherd v. Nelson, 432 F2d 1045 (1970) (2d Cir.), FBI Agents who arrested subject in bank could lawfully delay complete search of subject and his brief case until arrival at FBI office to which subject was promptly taken; U. S. v. Kershner, 432 F2d 1066 (1970) (5th Cir.), FBI frisk of murder suspect for weapon was not an arrest. Confession implicating confessor and second defendant may be used in evidence against confessor by deleting references to second defendant; U. S. v. Hamlin, 432 F2d 905 (1970) (8th Cir.), Miranda warnings not necessary for interview of suspect who arrives at federal office voluntarily and uninvited, is treated as visitor only, and permitted to leave after interview; U. S. v. Jensen, 432 F2d 861 (1970) (6th Cir.), good example of combining information from confidential informant with information learned by surveillance to make probable cause for search warrant.

1-26-71

SAC LETTER 71-4

- 3 -

(F) SPEECH MATTERS -- I was most pleased to note another highly productive year of public appearance accomplishments, including radio and television appearances, during 1970. Particularly gratifying is the fact that most of the personal appearances were before quality audiences in key geographical areas. It is hoped that this favorable trend will continue during the current year and that all offices will remain alert for opportunities to appear before outstanding civic and service organizations, business and professional associations, veterans organizations and law enforcement groups.

It appears timely to reiterate the Bureau's long-standing policy of diplomatically declining requests to appear before political groups of any type. These declinations should be handled tactfully to preclude any embarrassment to or criticism of the Bureau. You are also reminded that all speaking engagements must be confirmed to the Bureau in writing and that the Bureau should promptly be advised of all scheduled commitments so that Bureau records are up to date at all times. It is not desired that commitments, including "Career Day" appearances, be reported on a delayed basis at the end of the month with one communication. They should be reported as scheduled.

Preferably, a copy of the confirming letter should be sent to the Bureau and, in those instances where you are recommending as a speaker someone other than the Special Agent in Charge, the Assistant Special Agent in Charge, or a fully approved Bureau speaker, full justification for the exception must be set forth on the Bureau's copy. These should not be submitted on a "Unless Advised to the Contrary by the Bureau" basis and sufficient advance notice should be provided to permit the Bureau to respond with the requested approval. Once approval is granted, no additional notice to the Bureau is needed.

I wish to also reiterate that only one credit can be granted, regardless of whether a speech, or segments thereof, are additionally carried on television and/or radio, whether "live" or taped. In such instances, one speech credit pertaining to the initial event will be tabulated.

The Bureau continues to insist upon SAC leadership in this important program with emphasis placed on reaching high-quality groups throughout the various field office territories. Your accomplishments will be closely followed.

(Security Letters on attached page)

1-26-71

SAC LETTER 71-4

- 4 -

(G) SECURITY INFORMANTS - INTERNAL SECURITY - COMMUNIST;  
NEW LEFT -- Effective immediately, captions of communications submitted concerning security informants and sources involved in Communist Party, New Left, and related security matters should include a precise character designation; that is, the identity of the organization with which the source is most closely associated or on which the source is most capable of furnishing information.

For example, if a New Left source is primarily associated with or furnishes information on ~~Students for a Democratic Society (SDS)~~, the character of any communication dealing with the administrative handling of the source would be "Security Matter - Students for a Democratic Society" or "SM - SDS." If the source primarily furnishes information on the Young Socialist Alliance (YSA), the character would be "Security Matter - Young Socialist Alliance" or "SM - YSA."

Captions of communications in security informant and source matters concerning the Communist Party, USA (CPUSA), or related organizations should contain a character showing the organization with which the source is primarily associated or on which the source primarily furnishes information. For example, a communication concerning a Communist Party informant would bear the character "Security Matter - Communist" or "SM - C." A Progressive Labor Party (PLP) informant would be "Security Matter - Progressive Labor Party" or "SM - PLP."

The above procedures will facilitate the handling of security informant matters at the Seat of Government and should be strictly adhered to.

1-26-71  
SAC LETTER 71-4

(H) "THE EXTREMIST SPEAKS" -- Bureau has continuing need for material for use in preparing "The Extremist Speaks," widely disseminated monthly document, copies of which are distributed to field. Since it is basically a brief compilation of current remarks made by extremists, left and right, timely items from around the country that depict the extremist threat to this Nation are required. For this purpose, field is requested to furnish fully documented clippings from underground and local press--on and off campus--that contain verbatim extremist statements and utterances. Send such material by routing slip to Research Section, Domestic Intelligence Division, under caption "'The Extremist Speaks,' Research Matter."

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)  
1-26-71  
SAC LETTER 71-4

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 22, 1971

Letter to All Fingerprint Contributors:

RE: EXPUNGING ARREST DATA

Dear Sir:

There has been an increase in unnecessary correspondence being sent direct to the FBI Identification Division concerning the expungement of arrest data. Much of this correspondence has originated with attorneys and court officials. In order that you can be thoroughly familiar with our expungement procedures, we feel it desirable to reiterate them at this time.

The FBI will return a fingerprint card showing a non-Federal arrest when the law enforcement agency which submitted it requests that this be done. In most instances this action results when charges have been dismissed or subject has been acquitted. The request for the return of fingerprints not only must emanate from the original contributor but also must indicate sufficient identifying data such as FBI number or registry number to insure the return of the correct fingerprint card.

The FBI has no provision for keeping certain fingerprints such as might be submitted on a juvenile in a separate or confidential file. All arrest data furnished to us is available for dissemination to any duly constituted law enforcement agency or agency of the government, either local, state or Federal.

For example, if charges are dismissed or an individual is found not guilty, we can retain the arrest fingerprint card you submit and merely post final action as disposition data. This procedure, of course, will result in the arrest data being quoted to anyone entitled to receive it. On the other hand, you can request the return of the fingerprint card and in this way it will be completely expunged and will not appear in the individual's record.

Keep these procedures in mind and, whenever appropriate, apprise your prosecuting and court officials of them. Subject or his attorney should deal directly with you as we will only honor requests for the return of fingerprint cards when such requests are made by the contributing agency.

Very truly yours,

  
John Edgar Hoover  
Director



PERSONAL  
NO NUMBER SAC LETTER 71-A  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

February 18, 1971

RE: TECHNICAL SECURITY SCHOOL - TRAINING

The Bureau is planning a series of schools to train Agents in electronic surveillance matters. It is desired that you submit the names of all Special Agents in your field division who (1) are seriously interested in receiving this type of training, (2) possess a technical background or considerable mechanical aptitude, (3) are mature, well adjusted, career employees, (4) have the personality and administrative ability to effectively handle sensitive technical liaison contacts, and (5) are not the recipients of recent severe administrative action. A factual, detailed statement should be provided of your assessment of each Agent in each of these areas, including specific engineering or technical background and related practical experience.

These assessments should be submitted as attachments to your letter of transmittal with a separate page statement and recommendation for each name submitted. This will facilitate the screening and selection of candidates at the Seat of Government.

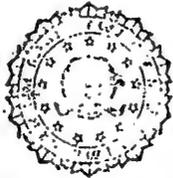
You should insure that all Agents who meet requirements 3, 4 and 5, above, are aware of this program and have an opportunity to indicate their aptitude and interest in participating.

Your reply, marked to the attention of the Radio Engineering Section, FBI Laboratory, should be submitted within 30 days after the receipt of this letter.

Very truly yours,

John Edgar Hoover

Director



PERSONAL ATTENTION  
SAC LETTER 71-10

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 9, 1971

In Reply, Please Refer to  
File No.

(A) FBI NATIONAL ACADEMY, 88TH SESSION -- By April 1, 1971, you should submit to the Bureau, Attention: Training Division, the names of candidates from your territory whom you desire to recommend to attend the 88th Session of the FBI National Academy, which convenes August 16, 1971, and will graduate November 3, 1971. A specific statement must be made concerning the review of your field office indices on the applicants and their law enforcement agencies in the letter listing your candidates.

Alternate candidates who were investigated for the 87th Session of the National Academy and not invited to attend that session in view of lack of space will be considered the principal candidates for the 88th Session of the National Academy from the field offices covering their law enforcement agencies.

All candidates nominated for the 88th Session must have been interviewed by the current Special Agent in Charge. If such has not been done, appropriate interview form should be submitted along with your recommendations. It is expected that only outstanding candidates who have a potential in the training or administrative fields will be nominated. Those offices covering more than one state should, where feasible, nominate a candidate from each of those states.

3-9-71

SAC LETTER 71-10

(B) TAX REFORM ACT OF 1969 - REVISED WITHHOLDING RATES AND TABLES FOR 1971 - FEDERAL TAX -- The Tax Reform Act of 1969 provides for periodic adjustments in Federal tax withholding by use of revised rates and tables. It has been determined that the income tax withholding for wages paid during 1971 will not satisfy the final tax liability for many wage earners. Accordingly employees should review their withholding tax and estimate their final tax liability for 1971 to ascertain whether it will be necessary for them to have additional Federal tax withheld from their salaries. Tax must be withheld in accordance with the rates provided; however extra tax may be withheld if authorized by the employee. This may be done by submitting a new "Employee's Withholding Exemption Certificate" (Form W-4) to the Bureau indicating the amount of extra Federal tax to be withheld. The new Form W-4 must be filled out completely for all items since it will supersede any Form W-4 presently on file with the Bureau.

All employees in your office should be advised of the above.

3-9-71

SAC LETTER 71-10

(C) ELECTRONIC INTERCEPTION -- SAC LETTER 70-45 (B), dated August 25, 1970, sets out the full text of that portion of Public Law 91-358, enacted July 29, 1970, which amends Title III of the Omnibus Crime Control and Safe Streets Act of 1968. These amendments became effective February 1, 1971, and provide that (1) it is not unlawful for the communications carrier to cooperate with law enforcement officers authorized to intercept wire or oral communications; (2) upon request of the applicant, the court authorizing the interception may order the carrier to furnish necessary assistance; and (3) the carrier will not be liable for acts performed in accordance with the order.

To carry out the purposes of these amendments, the Department has instructed that the following language be used in applications and orders for Title III intercepts:

#### Application

It is further requested that this court issue an order pursuant to the power conferred on it by Section 2518(4)(e) of Title 18, United States Code, directing that the (name of telephone company), a communication common carrier as defined in Section 2510(10) of Title 18, United States Code, shall furnish the applicant forthwith all information, facilities and technical assistance necessary to accomplish the interception unobtrusively and with a minimum of interference with the services that such carrier is according the person whose communications are to be intercepted, the furnishing of such facilities or technical assistance by the (name of telephone company) to be compensated for by the applicant at the prevailing rates.

(Insert as new last paragraph)

#### Order

It is further ordered, upon request of applicant, that the (name of telephone company), a communication common carrier as defined in Section 2510(10) of Title 18, United

3-9-71

SAC LETTER 71-10

- 2 -

States Code, shall furnish the applicant forthwith all information, facilities and technical assistance necessary to accomplish the interception unobtrusively and with a minimum of interference with the services that such carrier is according the person whose communications are to be intercepted, the furnishing of such facilities or technical assistance by the (name of telephone company) to be compensated for by the applicant at the prevailing rates.

(Insert immediately above first proviso clause at end of order)

The Department advised that as a result of this change in the law, the Bell System operating companies have revised their guidelines relating to court-ordered interceptions and will honor a request for assistance upon presentation of a court order. The company will not retain a copy, but will make appropriate notations which will be maintained under strict security. The company will provide the necessary assistance which will usually take the form of furnishing a private leased line and, if requested, cable and pair and multiple appearance information. Additionally, where particular circumstances necessitate, the company, on a selective basis, may provide central office connection when leased lines are not adequate. Where required they will furnish amplifiers, booster equipment, and any required technical assistance. However, the guidelines do not contemplate the presence or participation of telephone company personnel in the actual installation of the equipment.

The Department stated that liaison is to be through the telephone company's security organization and any difficulties encountered either in obtaining assistance or which affect security should be immediately brought to the attention of the Assistant Attorney General, Criminal Division, for resolution. You are instructed to immediately advise the Bureau of any such matters so that the Department may be contacted. These instructions relate to the Bell System and all independent telephone companies.

Advise all interested personnel.

3-9-71

SAC LETTER 71-10

- 3 -

(D) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after March 1, 1971.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

(Security Letters on attached pages)

3-9-71  
SAC LETTER 71-10

- 4 -

(E) SECURITY INFORMANTS - JUDICIAL MATTERS -- Recently, security informants have, during the course of developing information concerning New Left groups and individuals, been in contact with individuals involved in New Left activities who may be subjects of criminal proceedings or their attorneys. Numerous New Left activists have recently been involved in criminal activities which are violations of either local or Federal laws.

Section 107 of the Manual of Instructions, page eight, notes that when an informant is requested by the Communist Party or other interested parties to assist in preparation of defense in subversive-type cases or handle assignments where such information is readily available, informant should tactfully decline. If he cannot avoid becoming involved, **he is to be instructed not to report any information pertaining to defense plans or strategy.**

The Department has concluded informants may be utilized in **furnishing information concerning the location of fugitives or location of other individuals who may be involved in New Left activities even though such utilization may result in an informant being placed in a position where he may inadvertently learn of defense plans or strategy. However,** should the occasion arise when the informant is present in conversation between an attorney and individual under criminal indictment, **he should immediately leave. If he is unable to do so, he is not to report the substance of any such conversation to the FBI. Additionally, the informant is not to engage in or report the substance of a conversation with a criminal defendant dealing with the offense for which the defendant is under indictment.**

Such instructions, of course, are to apply to all security informants and you should insure that all are aware of these instructions.

Security informants have been and will be utilized in Government proceedings against New Left individuals who are the subjects of criminal indictments. Generally, at the time these informants become witnesses for the Government they are no longer being utilized by the FBI and payments by us will no longer be forthcoming to the informant. To avoid possible attacks on the credibility of security informants who are being utilized as witnesses in Government proceedings, you should make no promises to these informants concerning payment of funds by Department as to relocation or subsistence. Such arrangements are to be made between these informants and local United States Attorneys or the Department.

3-9-71

SAC LETTER 71-10

- 5 -

(F) SECURITY CONFIDENTIAL SOURCES -- Existing procedure requires that a Special Agent handling a regularly used security confidential source, who is not being paid on Bureau authority or who is not an employee of a foreign diplomatic establishment or international organization, must dictate a memorandum to the Special Agent in Charge for the source's file containing the same certification as to stability and reliability as required in payment letters.

In order to save Agent and stenographic time necessary in dictation and preparation of such memoranda, this procedure is being changed. Effective immediately, stability and reliability of security confidential sources in categories previously requiring a memorandum can be certified by executing the stability and reliability statement appearing near the bottom of FD-209, which is regularly used to record contacts with security informants and sources. Certification should be recorded at intervals not longer than six months. Manual changes follow.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (D)

3-9-71  
SAC LETTER 71-10

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PERSONAL ATTENTION

SAC LETTER 71-11

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 16, 1971

In Reply, Please Refer to  
File No.

(A) ELECTRONIC INTERCEPTION -- SAC Letter 70-66 (A) of November 24, 1970, captioned "Title III - Omnibus Crime Control and Safe Streets Act," enclosed copies of the Department's memorandum captioned "Duties and Responsibilities of Attorneys and Agency Personnel Involved in the Conduct of Title III Court Authorized Interceptions." Section D. 2 of the memorandum instructs that all monitoring and recording must cease when a conversation concerning a pending criminal case between a defendant and his attorney is intercepted. However, the procedures by which monitoring could be resumed were not set forth.

The Department has advised that upon termination of monitoring an attorney-client conversation the supervisory attorney be immediately advised and the conversation not again be monitored without his specific instructions.

Regular monitoring may again take place when the privileged communication has ended. To make this determination, the Department has furnished the following instructions:

"In the event that the interception device being utilized does not have the capability of determining when a particular conversation has terminated and that a different conversation is about to commence, monitoring may be reinstated at intervals of five minutes and shall be continued only as long as is necessary to determine that such conversation has or has not terminated. Once it has been determined that such conversation has been terminated, then regular monitoring may be resumed."

Advise all appropriate investigative personnel.

3-16-71

SAC LETTER 71-11

(B) TRAINING - LEGAL INSTRUCTION -- The following significant decisions were reported in February, 1971, and should be read by all Legal Instructors: U.S. v. Antonelli, 434 F2d 335 (1970)(2d Cir. ), Miranda warnings not required by private citizens or security personnel employed thereby who take suspect into custody. Sutton v. U.S., 434 F2d 462 (1970)(D.C. Cir. ), a contrast in shirt colors does not so taint a line-up as to violate due process. Mitchell v. U.S., 434 F2d 483 (1970)(D.C. Cir. ), waiver of right to remain silent, following Miranda warnings, may be implied. U.S. v. Gonzalez, 319 F. Supp. 583 (1970)(D. Conn. ), during arrest of suspect in his car at night, in a high crime area, it was reasonable for officers to restrain and frisk the unknown passenger attempting to leave the car. U.S. v. Harrison, 319 F Supp. 888 (1970)(D.C., N.J.), officers lawfully present in defendant's apartment to make arrest, and who saw what appeared to be a pipe bomb, acted properly in immediately calling for Army Bomb Disposal Unit. To require officers to first obtain search warrant in such dangerous circumstances would be unreasonable. U.S. v. Williams, 434 F2d 681 (1970)(5th Cir. ), it was not unreasonable for FBI Agent to open door of suspect's vehicle in police custody and obtain vehicle identification number. U.S. v. Schoen, 434 F2d 931 (1970)(5th Cir. ), suspect's consent to search his car, given after officer told him that search warrant could be obtained, was voluntary. Butler v. Robbins, 434 F2d 1009 (1970)(1st Cir. ), court endorses as "commendable" a described method of identifying a suspect by display of photographs. Ludwig v. Wainwright, 434 F2d 1104 (1970)(5th Cir. ), officer properly executing search warrant may seize stolen property not mentioned in warrant; affidavit need not allege reliability of informant where reliability obvious from facts shown. U.S. v. Queen, 435 F2d 66 (1970) (D.C. Cir. ), suspect's right to counsel at line-up satisfied by presence of substitute counsel from legal aide agency. U.S. v. Harris, 435 F2d 74 (1970)(D.C. Cir. ), a good review of rules on entry to arrest in exigent circumstances and incidental search of premises. U.S. v. Schipani, 435 F2d 26 (1970)(2d Cir. ), evidence from wiretap ruled illegal at trial may be used by judge in determining sentence.

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(C) CRIME ABOARD AIRCRAFT - SAFETY OF PASSENGERS AND CREW -- Enclosed as an attachment is a copy of Air Security Bulletin 71-1, Federal Aviation Administration (FAA), U. S. Department of Transportation, which contains pertinent data complementary to instructions set forth in SAC Letter 71-9 (A), dated March 2, 1971, captioned as above. Your attention is specifically directed to items 4e, 6b, 7c, and 7f in the attachment. The FAA regulations as set forth in the attachment do not contain information which in anyway contradicts our previous instructions. Insure that your personnel become sufficiently conversant with the data therein in view of our primary jurisdiction in crimes aboard aircraft.

3/16/71

SAC LETTER 71-11

(D) VOUCHER MATTER - REAL ESTATE TRANSACTION EXPENSES - SALES AND/OR PURCHASE CONTRACTS - SETTLEMENT DATES -- It has been noted there is a growing tendency for transferred employees to delay the start of negotiations for the sale and/or purchase of a residence. As a result several employees have lost their eligibility to claim reimbursement for certain real estate transaction expenses. It is therefore desired to reiterate existing regulations concerning this matter.

Initial contract for the purchase and/or sale of a residence must be made, without exception, within one year from the effective date of an employee's transfer in order for that employee to claim eligibility for reimbursement for real estate transaction expenses. Normally final settlement on the real estate must also be made within this one-year period. In certain limited cases an extension of time not in excess of one additional year may be granted. However, before such extension can be granted it must be clearly shown that the initial contract was entered into within a reasonable time after the transfer was effected and the final settlement could not be made within the one-year period for reasons beyond the employee's control. The General Accounting Office has advised that financial inability of an employee to purchase a home is not an acceptable reason to extend the final settlement beyond the initial one-year period.

This matter should be brought to the attention of all employees in your office who are subject to transfer.

(Security Letter on attached page)

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SAC LETTER 71-11

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(E) INVESTIGATIONS OF WHITE HATE-TYPE ORGANIZATIONS -- For your information and future handling, investigations involving captioned matters are now supervised by the Internal Security Section of the Domestic Intelligence Division. In order to more efficiently handle and administrate work in this field, effective immediately captions of all communications submitted concerning white hate-type matters including informants should include a precise character designation, that is, where known, the identity of the organization with which the subject is most closely associated should be indicated. Where organizational affiliation is not specifically delineated, the general term "White Hate Group" should be utilized. Instructions set forth in Manual of Instructions, Section 122, page 20, continue to apply regarding organizations and individuals.

For example, if subject is primarily affiliated with Klan or Klan-type groups, the character utilized should be "Racial Matters - Klan" or "RM - Klan." If subject is primarily involved with National Socialist White People's Party, character should be "Racial Matters - National Socialist White People's Party" or "RM - NSWPP." If subject's primary organizational affiliation has not been specifically determined, then the character "Racial Matters - White Hate Group" or "RM - WHG" should be utilized.

These changes relate specifically to the handling of white hate and related extremist groups. No change is being made in the handling of black extremist groups. The above procedures will facilitate the handling of these matters at the Seat of Government and should be strictly adhered to.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (C)

3/16/71

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24 FEB 1971



OFFICE OF AIR TRANSPORTATION SECURITY  
AIR SECURITY BULLETIN 71-1

~~SUBJECT: Procedures for the Safe Carriage of Weapons Aboard Aircraft~~

TO: All Air Carriers, Commercial Operators, and Law Enforcement Agencies

1. PURPOSE. To further enhance safety and support the President's anti-hijacking program through appropriate standardized procedures for the carriage of weapons aboard aircraft.
2. BACKGROUND. Sky marshals and certain other authorized persons may carry weapons aboard aircraft in connection with their basic law enforcement responsibilities or when competent authority has determined the nature of a specific mission requires a person to be armed. Although the valid carriage of weapons serves the public interest when properly performed, the Federal Aviation Administration (FAA) has found a lack of proper notification procedures which could lead to a serious compromise of safety, including the possibility of inadvertent confrontation between legally armed personnel.
3. OBJECTIVE. To insure that only authorized and properly identified personnel are permitted to carry weapons aboard aircraft, and that operators are advised sufficiently in advance to properly notify crewmembers and other armed personnel who may be on board the flight.
4. FOR THE PURPOSE OF THIS BULLETIN:
  - a. Operator - Means an air carrier or commercial operator carrying passengers in air commerce.
  - b. Law Enforcement Authority - Means the appropriate law enforcement authority or agency having jurisdiction over a person who is authorized to carry weapons aboard an aircraft.
  - c. Officer - Means a law enforcement officer or agent, military law enforcement officer, or a security officer of the Federal Government or the operator who is authorized by appropriate authority to carry weapons aboard aircraft.

- d. Sky Marshal - Means an armed deputized U. S. Marshal who is especially trained to insure in-flight security in the case of a hijacking situation.
  - e. Responsible Representative of the Operator - Means the operator's station manager or a designated member of the station manager's staff; the duty supervisor in charge of passenger services; the ~~duty supervisor in charge of the passenger ticket counter; or~~ a person specifically designated by the operator to handle the carriage of weapons aboard aircraft at the particular station involved.
  - f. Carriage of Weapons Aboard Aircraft - Means carrying a firearm on or about the person of a passenger on board an aircraft including his carry-on baggage.
5. GENERAL. Law enforcement authorities should strictly limit requests for the carriage of weapons aboard aircraft to those situations which require an officer to be armed in-flight to insure the safe completion of his mission. The operator should inform each law enforcement authority, who regularly uses the operator's service, of its procedures for the carriage of weapons aboard aircraft and the law enforcement authority should insure this vital information reaches the appropriate officers and other affected personnel under its jurisdiction.
6. NOTIFICATION AND CHECK-IN PROCEDURES. Operator(s) and law enforcement authority(s) should establish appropriate procedures to insure the following:
- a. Officers whose mission requires them to carry weapons aboard a particular flight should so notify a responsible representative of the operator as far in advance as practical, but in no case less than one hour prior to scheduled departure. The notification may be made in person or by telephone.
  - b. Except in the case of the Federal Bureau of Investigation (FBI) and the United States Secret Service (USSS), the law enforcement authority should provide the officer with official orders, travel orders or other appropriate documents which state the general nature of the mission (escort, surveillance, travel, etc.) and the need for the officer to be armed on the particular flight. Due to the nature of their investigative and protective responsibilities, the need for FBI and USSS agents to carry weapons should be assumed.

- c. Officers should identify themselves to a responsible representative of the operator in accordance with the operator's procedures. His identification credentials should include: a clear, full-face picture, his signature and the signature of a responsible official of the law enforcement authority. A badge, shield or similar device should not be used as the sole means of identification.
  - d. When not required on the particular flight, i.e., the outgoing or return portion of a prisoner escort mission, weapons should be carried unloaded in the officer's checked baggage.
  - e. The responsible representative of the operator should determine whether or not the officer is familiar with the operator's procedures for the carriage of weapons aboard aircraft, and brief him accordingly.
7. INTERNAL NOTIFICATION PROCEDURES. Once the officer has been satisfactorily identified and the validity of the mission confirmed to a responsible representative of the operator:
- a. He should be assigned a specific seat in the aircraft whenever possible so that his seat location is known to the crewmembers and other armed officers who are on board.
  - b. His name, law enforcement authority, the general nature of his mission (escort, surveillance, travel, etc.), his seat location, and the name and seat location of the person he is escorting, if appropriate, should be forwarded immediately to the operator's local station operations office to be included in the pilot in command's preflight briefing material.
  - c. The pilot in command should brief (or cause to be briefed) the other appropriate crewmembers (including at least the senior flight attendant) and sky marshals if assigned to the flight.
  - d. The responsible representative of the operator should obtain from the operations duty supervisor and provide the officer with the number and seat location of the other armed personnel (including sky marshals) who will be aboard the flight.
  - e. In the case of a valid emergency situation resulting in notification and check-in after the preflight briefing stated in 7b above, the responsible representative of the operator should personally deliver that information to the pilot in command and, if appropriate, escort the officer aboard the aircraft. This also applies to an officer boarding at an enroute station where the pilot in command remains aboard the aircraft.

f. In the case of a through flight with a crew change enroute, a responsible representative of the operator should personally determine whether or not armed officers or marshals are through passengers and insure the new pilot in command is so advised during the preflight briefing stated in 7b above.

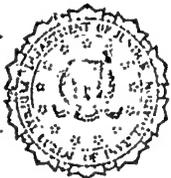
8. WEAPONS CARRIED IN CHECKED BAGGAGE OR CONTAINER. The operator's procedures should insure that a responsible representative of the operator determines the weapon is unloaded and the baggage or container is carried in a cargo area or compartment not readily accessible to passengers.

9. MISCELLANEOUS.

- a. Chemical weapons such as mace, tear gas, vomit gas, etc., are not permitted on board passenger aircraft.
- b. The officer should carefully avoid inadvertent display of weapons or associated equipment.
- c. The operator's training programs and standardized procedures should stress the need of employee respect for the officer's anonymity on the ground and in flight.
- d. It should normally not be necessary for the officer to further identify himself or his mission to that operator once he has complied with the conditions stated in section 7 above.

  
CARL F. MAISCH  
Director of Air Transportation Security

WRNCM-1, FAT-5, HQ-10 (1 copy)  
Regions and Centers Investigations and Security Divisions, Flight  
Standards Divisions, Public Affairs Officers and Regional Counsels  
(1 copy each)



PERSONAL ATTENTION  
SAC LETTER 71-17

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

April 27, 1971

In Reply, Please Refer to  
File No.

(A) BANK NIGHT DEPOSITORY TRAP DEVICES - REFERENCE FILE --  
Looting of night depositories of banks through use of "trapping" devices is increasing. A device suspended in the depository chute "traps" deposits which are retrieved by the thief when he removes his trap. Often the trap falls into the night deposit vault where it is recovered. Recovered devices have been forwarded to the Laboratory for examination where photographs of several hundred are maintained.

The Laboratory has determined that usually a thief will repeatedly utilize the same design and type of materials in constructing his devices. Accordingly, it is possible to connect such larcenies in different cities and states through a comparison of the recovered devices.

A reference file of such devices is being prepared by the Laboratory which will enable a rapid check of recovered devices and disclose locations and dates where similar devices have been utilized. Identities of suspects previously utilizing similar devices will be made known to the field and the Identification Division where their fingerprints may be compared with any latent prints developed on recovered devices.

Instruct investigative personnel assigned such cases to submit all recovered devices to the Laboratory. In cases involving suspected thefts from depositories in which a device is not recovered, furnish available information to the Laboratory for checking with the reference file to determine if any devices have been recovered in neighboring Divisions within a pertinent time span.

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(B) TRAINING - LEGAL INSTRUCTION

The following significant decisions reported in March, 1971, should be read by all Legal Instructors: U. S. v. De Lutro, 435 F2d 255 (1970)(2d Cir.), Fourth Amendment not violated when officers, with victim's consent, secretly recorded conversation between victim and defendant. U. S. v. Crisp, 435 F2d 354 (1970)(7th Cir.), once an accused has refused to waive his Miranda rights, the officer must not attempt to persuade him otherwise. Miranda waiver may be made orally despite refusal to sign a waiver form. Dorman v. U. S., 435 F2d 385 (1970)(D.C. Cir.), decision shows exigent circumstances in which officers may enter dwelling at night to arrest without warrant, and seize evidence in plain view. U. S. v. Wilson, 435 F2d 403 (1970)(D.C. Cir.), immediate identification confrontation of arrested accused by victim upheld. Young v. U. S., 435 F2d 405 (1970)(D.C. Cir.), on reasonable grounds an officer may temporarily detain a vehicle and its passengers for brief interrogation even when probable cause for arrest is absent. Gun in plain view may be taken for protection of officer. Example of unduly suggestive lineup. U. S. v. Akin, 435 F2d 1011 (1970)(5th Cir.), interview of suspect by FBI Agents in Bureau car held not custodial for Miranda purposes. Musgrove v. Eymann, 435 F2d 1235 (1971)(9th Cir.), report of previously untested informant, plus independent verification by officers, supplies probable cause. Officer may seize contraband in plain view from place where he is lawfully present. U. S. v. Bridle, 436 F2d 4 (1970)(8th Cir.), officers making lawful arrest in apartment may conduct cursory search of apartment for other persons as a security measure. Contraband in plain view during search may be seized. U. S. v. Jackson, 436 F2d 39 (1970)(9th Cir.), court upheld confession given to officers on second interview four days after accused had refused to waive Miranda rights. U. S. v. Hilliker, 436 F2d 101 (1970)(9th Cir.), Miranda waiver need not be in writing or explicit orally; it may be implied from circumstances. U. S. v. Gaines, 436 F2d 150 (1970)(D.C. Cir.), when accurate identification of accused may be in doubt, formal identification procedure (lineup) should be arranged promptly. U. S. v. Ganter, 436 F2d 364 (1970)(7th Cir.), Miranda does not require express waiver of counsel. Kirby v. Cox, 435 F2d 684 (1970)(4th Cir.), search of vehicle incidental to arrest therein may be temporarily delayed while officer awaits reinforcements to take the prisoner. U. S. v. Case, 435 F2d 766(1970)(7th Cir.), a locked hallway in a building complex is not a public place. Police surveillance there without warrant violates Fourth Amendment. U. S. v. Lipscomb,

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435 F2d 795 (1970)(5th Cir.), key found on subject during search of person at jail after arrest may be tried on suspect vehicle found in parking lot of motel where arrest made. U.S. v. Drew, 436 F2d 529 (1970)(5th Cir.), in absence of statement detailing manner in which informant obtained his information, his tip remains viable if it describes criminal activity of the accused in sufficient detail that officer may know that informant is relying on more than casual rumor or the general reputation of the accused. U.S. v. Beale, 436 F2d 573 (1971)(5th Cir.)(now on appeal), entry of dwelling by arresting officers using ruse or deception violates statute requiring notice of authority and purpose, even when entry is without force. U.S. v. Brown, 436 F2d 702 (1970)(9th Cir.), any well founded suspicion of criminal conduct will justify brief detention of suspect or limited inquiry in routine investigation even when probable cause for arrest is absent. See also U.S. v. Harflinger, 436 F2d 928 (1970)(8th Cir.). U.S. v. Sacco, 436 F2d 780 (1970)(2d Cir.), a thief's "possessory interest" in stolen goods seized from the premises of another does not give the thief standing to complain of the search and seizure. U.S. v. Harflinger, 436 F2d 928 (1970)(8th Cir.), officer's lawful discovery of gun under seat of car of arrest entitled him to search trunk for more weapons. Stamps v. U.S., 436 F2d 1059 (1971)(9th Cir.), officers who have lawfully announced authority and purpose may conclude that entry has been denied, and thus break doors to enter, on hearing commotion within and footsteps running away. U.S. v. Williams, 436 F2d 1166 (1970)(9th Cir.), defendant has no constitutional right to an in-court lineup, and no right to counsel at post-arrest display of photos to witnesses, but Government should not attempt to influence witness testimony by photo display shortly before trial. U.S. v. Boyd, 436 F2d 1203 (1971)(5th Cir.), items found in routine police station inventory search of car belonging to person arrested therein are admissible in evidence. U.S. v. Hoffa, 437 F2d 11 (1971)(6th Cir.), concealing tape recorder in informant's car with his consent to record preindictment conversation with defendant is lawful. U.S. v. Garcia Mendez, 437 F2d 85 (1971)(5th Cir.), where officers making arrest in house knew that defendant was in bed and had revolver within reach, the officers were entitled to break in without announcing authority and purpose. U.S. v. York, 321 F. Supp. 539 (1970), decision shows the factors to consider in determining whether photographic identification is proper. U.S. v. Sullivan, 321 F. Supp. 597 (1971), apartment tenant's consent to search of apartment, given by executing written form, was voluntary despite fact that it was given to four officers in hallway

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who were looking for armed robber and had guns drawn. U.S. v. ...  
321 F. Supp. 614 (1970), when suspect already is identified by name  
and description, prearrest display of photographs to witnesses is improper.  
Use in photographic display of photograph of subject much larger than  
photographs of other persons shown is improper.

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(C) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION  
1971 -- The Annual Interoffice Firearms Competition for 1971 will  
be held during the third outdoor firearms training. The "J. Edgar Hoover  
Practical Pistol Course Trophy" will be presented to the office having  
the highest average percentage score, plus handicap, of all Special Agents  
assigned to the office on July 1, 1971, not on limited duty.

Field Offices will be divided into groups according to Area  
complement (Washington Headquarters being considered an office for  
competition). The winning offices in each category will be cited for  
"honorable mention." The offices winning first, second and third place  
in the over-all competition will not be eligible to receive the "honorable  
mention" citations.

Competition rules, method of reporting scores and  
individual handicaps are being forwarded separately.

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(D) COMMUNICATIONS SECURITY -- The Secure Teletype System (STS) is utilized by all field offices and the Bureau for the transmission of automatically coded teletype messages and security of transmitted messages is assured. The only other completely secure transmission systems are through use of the AFSAM 7 code machine, or interoffice cipher pads, to encode messages.

The telephone is the least secure of all Bureau communications facilities. When utilizing telephone facilities to make long-distance calls, or telephone calls outside of secure Bureau space, extreme care must be exercised and material of a highly confidential, sensitive nature should not be discussed.

These instructions should be brought to the attention of all personnel with specific emphasis on the necessity of exercising caution as to subject matter discussed telephonically.

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SAC LETTER 71-17

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(E) REPORT WRITING - UNDESIRABLE TRENDS REGARDING INCLUSION OF NONESSENTIAL REPRODUCED MATERIAL -- It has been noted that there is an ever-increasing tendency on the part of the Field to include en bloc in reports large amounts of mechanically reproduced material not essential to the report. Examples of this practice are telephone toll records which have not been analyzed for patterns or trends and from which no leads have been set forth; documents and paraphernalia seized in searches by both Bureau and outside agencies; documents obtained by subpoena; Xeroxed copies of Title III affidavits, complaints, warrants, indictments and verbatim transcripts; credit card invoices, bills of lading and shipping documents; material, such as business and identification cards, found on the person of an arrested subject.

In many instances the problem of en bloc inclusion of this material in a report is compounded by the fact that much of it is of marginal legibility. The Manual of Rules and Regulations, Part II, Section 4B. 8, Page 3, states, "All copies of communications must be legible."

~~The en bloc~~ inclusion of this type material has in many instances required numerous pages of an investigative report, and while in many instances this material is necessary to an investigation, it usually adds only limited information to a report and its excessive bulk only serves to confuse and obliterate the essential investigative findings which are contained in the report. The massive nature of much of this material also involves a high cost factor due to expenses incurred in reproduction, mailing, handling and file storage.

Material of the type cited should more properly be filed as a serial or in the exhibits section of the Field Office file and only a succinct summary of pertinent facts derived from the source material should be reported in the details of an investigative report. Where copies of the material are needed or desired by a United States Attorney or other agency they could be reproduced as necessary and forwarded by a separate cover letter.

It has also been noted that in many instances when affidavits are forwarded to the Bureau in support of a Title III electronic surveillance application, the affidavits have attachments or enclosures which

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are not clearly denoted. When material or documents are submitted as an enclosure or attachment to a Title III affidavit they should be clearly marked and each page appropriately numbered at the bottom; the affidavit should also be so numbered.

By explicitly following current instructions as reiterated herein, the savings to the Bureau in cost and space factors will be considerable and Bureau reports will have more utility in their primary purpose of succinctly setting forth the facts of a particular violation or situation. The Manual of Rules and Regulations, Part II, Section 4D. 2, Page 16, states in part regarding details of reports, "The details shall be accurate statements of essential facts. They shall be written in logical sequence and in a clear, concise, and complete manner."

The inclusion of en bloc reproduced materials as previously indicated does not meet the criteria of essential information, reported in a clear and concise manner. Such material should not be included as part of an investigative report unless there is a compelling reason for its inclusion, and then only with appropriate justification in Administrative pages.

(Security Letter on attached page)

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(F) AGITATOR INDEX -- The Agitator Index (AI) is being discontinued. Manual changes follow.

You must promptly review case files pertaining to AI subjects and submit recommendations concerning any subject whose activities qualify him for inclusion on Security Index.

AI cards should be destroyed. You must insure, however, any photographs and physical descriptions on AI cards have been included in the main file for each individual AI subject.

Very truly yours,

John Edgar Hoover

Director

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

May 4, 1971

In Reply, Please Refer to  
File No.

(A) NATIONAL BANKRUPTCY ACT (NBA) - EXTENSION OF IMMUNITY --  
The Department has issued instructions to U. S. Attorneys concerning its analysis of Title II of the Organized Crime Control Act of 1970. This title extends the automatic immunity under Section 7 (a) (testimony of bankrupt at the first meeting of the creditors) to include "any evidence which is directly or indirectly derived from such testimony." The immunity under this act extends only to the individual bankrupt, or the person designated to represent the bankrupt corporation, and not to other witnesses. This will bar the use of any leads developed from such testimony.

The Department observed that the Supreme Court may hold that this immunity may extend to the bankrupt's testimony at the 21 (a) hearing. It has been so held by the Second Circuit Court of Appeals, reasoning that the 21 (a) hearing is a continuation of the 7 (a) hearing; therefore, effective immediately, the 7 (a) testimony of the bankrupt, or of the person designated to testify for a bankrupt corporation, should not be reviewed in the course of criminal bankruptcy investigation. Decision to review 21 (a) testimony should be considered in individual cases and no review should be undertaken in absence of concurrence of the U. S. Attorney.

Close co-operation between the Bankruptcy Court, the U. S. Attorneys and FBI is called for to avoid tainting any criminal investigation or prosecution. To this end, a referral procedure has been developed by the Department whereunder the Bankruptcy Court will restrict access to the bankrupt's testimony and direct that all who witness any immunized testimony, oral or written, make no disclosures concerning same in event of interview.

The Department's analysis provides that the U. S. Attorney apprise the Referee of those investigations instituted on the basis of information derived from sources other than the Referee or bankruptcy proceedings, in order that Referee may institute these safeguards. It is, therefore, incumbent upon you to appropriately apprise the U. S. Attorney when NBA investigations are instituted on information received from such other sources.

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In those instances where the only evidence of criminality is developed in the bankrupt's testimony, the Referee will refer case to U. S. Attorney without reference to such information. A limited investigation will be conducted by the FBI to determine if there is independent evidence upon which to predicate full investigation.

The foregoing pertains to criminal investigations and will not affect civil-type investigations requested by U. S. Attorney to enable him to oppose bankrupt's discharge. The Department's instructions are contained in Department of Justice Memorandum No. 744, dated April 6, 1971, a copy of which is being furnished, under separate cover, to each office. Assure all investigative and supervisory personnel having responsibilities concerning National Bankruptcy Act matters are thoroughly familiar with contents of Memorandum No. 744. Manual and Handbook changes follow.

(Security Letters on attached pages)

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SAC LETTER 71-19

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(B) SECTION 105 - MANUAL OF INSTRUCTIONS -- Bureau has prepared updated and streamlined version of Section 105 which was distributed with manual revisions of March 30, 1971. All Agents assigned to security matters should carefully review the new chapter.

The new section has been greatly shortened by eliminating excess wording and combining similar or nearly identical passages from different subsections. Slight differences in policy or criteria for investigation relating to similar-type cases have been eliminated. We have also adopted uniform policies with respect to the handling of communist immigrants, repatriates, visitors, and officials.

Brief subsections have been added covering the need for type-writing and handwriting samples of intelligence subjects, the type of visas issued by State Department, and describing the TRAMUS (Tracing of Communist Funds) Program.

The material in this chapter has also been compartmentalized for convenience in locating policy relating to a particular subject matter. Heretofore all data relating to immigrants, repatriates, and visitors was combined in one lengthy subsection. This has now been split into three different subsections for convenience. Similarly, information relating to officials, couriers, contacts and the DESECO program has been all carried as one very lengthy and somewhat confusing subsection. In streamlined version these topics have been placed under separate headings.

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(C) INFORMANT DESIGNATIONS - SECURITY OF RESIDENT AGENCIES --  
Effectively immediately, Bureau is discontinuing practice of including asterisk to designate highly sensitive informants: Do not include asterisk in reporting information in the future from such sources.

This action is being taken as result of public surfacing of this practice as an outgrowth of burglary of various Bureau documents from Media, Pennsylvania, Resident Agency.

Media incident has also underscored need to afford sensitive FBI sources maximum protection possible in our correspondence. This applies not only to symbol number informants, but to nonsymbol sources of some sensitivity, such as telephone company employees, school officials, bank representatives, hospital employees, or in certain instances even Government representatives such as an official of a local draft board. Unless there is definite and compelling need to identify such sources by name in interoffice correspondence, their specific identities should not be shown on copies of communications to other offices. Actual identity of such persons is rarely needed by auxiliary offices and in most instances they can be described in such general terms as "a well-placed source" or "a knowledgeable source in a position to have information of this type." Specific identity of the source should, of course, be shown on file copy of communication maintained in originating office along with any other documentation needed, such as Agent receiving information and date received. To prohibit any future arbitrary destruction of any communication which represents the sole record of an informant's identity, the file copy of communication containing such information should be clearly and plainly marked to show it must not be destroyed without prior Bureau authority.

If it is essential to include specific identities of such sources in interoffice communications, their names should be set forth on a separate page or pages under the caption "Administrative" and such pages must be detached prior to routing the communication to a Resident Agency.

A symbol number designation should be afforded to all individuals from the time any step is taken to develop them as any type of Bureau source, including informants, potential (or probationary) informants, confidential sources and panel sources regardless of the status of their development. Any such current sources under development should immediately be given

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SAC LETTER 71-19

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symbol numbers and, where appropriate, the Bureau advised. Names of informants and potential informants should not be set forth in interoffice correspondence reporting substantive data from such sources except where absolutely necessary, such as in setting out leads to secure necessary background information from auxiliary offices. Such correspondence should include name but not symbol number of source. The only communication setting forth both name and symbol number of source should be the initial correspondence to the Bureau identifying a potential security or criminal informant. For maximum security, this communication should be in every case by secure teletype.

Manual changes forthcoming.

Very truly yours,

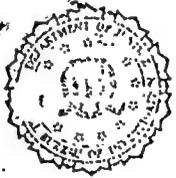
John Edgar Hoover

Director

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

May 11, 1971

In Reply, Please Refer to  
File No.

(A) MAILING PROCEDURES - RECEIPT CARDS FOR REGISTERED MAIL - FBI FORM BOOK -- Effective immediately, a receipt card is to be enclosed with each registered envelope or package sent to another Bureau office. This includes items being sent to and from resident agencies. A supply of receipt cards is being forwarded separately. Receiving office should complete receipt portion of card and return the receipt card to the sending office at the end of the day on which it is received. If there is other mail being sent to the office which prepared the receipt card, it should be enclosed with that mail. If there is no mail being sent to the office which prepared the receipt card, it should be sent by itself in an envelope. This envelope should not be registered. Receipt cards should be retained for 30 days. Appropriate manual revisions will be forthcoming.

5/11/71  
SAC LETTER 71-20

(B) FAIR CREDIT REPORTING ACT -- Some credit agencies have interpreted Section 609 (a) (1) of the Fair Credit Reporting Act as requiring disclosure to the subject of FBI requests for "identifying information" available under Section 608 of the statute. The possibility exists that others may adopt a similar policy. Until further notice, consider the potential of disclosure in any case where such disclosure could be detrimental to the investigation or undesirable for other reasons.

(Security Letter on attached pages)

5/11/71  
SAC LETTER 71-20

(C) RESTRICTION ON USE OF FACSIMILE XEROX TELECOPIER -  
SECURITY OF FBI INFORMATION --

Bureau letter to Albany, with copy to all offices, dated March 23, 1971, captioned "Communications - Facsimile Xerox 400 Telecopier," clearly instructed that facsimile transmissions must be considered "Plaintext" unless material is first encoded on the AFSAM-7. Facsimile transmission provides more privacy than plaintext teletype or telephone calls since anyone attempting to intercept traffic would hear only unintelligible tone signals and to read the transmission would have to know what type of equipment is used and record signals for playback through identical unit. However, the facsimile does not approach the full security available through our secure teletype system (STS).

Referenced Bureau letter clearly stated that the telecopier is to serve primarily as a backup for our STS.

In spite of these instructions, however, there have been instances where the field has transmitted by telecopier teletypes containing data which should be sent by STS or encoded by AFSAM-7 when STS is inoperative. Offices have concealed sources in the main text of teletypes and identified the source under the Administrative Section. This was the proper manner to prepare a teletype where the information is subject to being disseminated at the Bureau. However, when identity of a source requires concealment, this is sufficient justification to use STS or off-line coding equipment since this data will be classified. This is accomplished by indicating that the message should be sent in code.

In the cases mentioned above, the dictator indicated that the teletype should be sent by plaintext and the supervisor approved it in this manner. The sending operator then obviously relied on the dictating Agent and approving supervisor to properly indicate the manner in which the teletype should be sent.

It is the responsibility of the dictating Agent to inform the stenographer whether a teletype should be sent in plaintext or code. Good judgment must prevail, but it should be borne in mind that all teletypes containing classified information should be sent coded. Also, any information which could compromise a Bureau source, or which

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SAC LETTER 71-20

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could jeopardize a Bureau investigation or cause embarrassment to the Bureau should be encoded. Personnel matters or other sensitive administrative matters should likewise be encoded. In other words, the consequences of Bureau data falling into unauthorized hands should be the primary consideration for determining whether to send a teletype by code or plaintext.

You are also again reminded that whenever information being submitted by teletype may be of interest to other Government agencies at Seat of Government, instructions set forth in Part II, Section 4, Page 41-46, of the Manual of Rules and Regulations must be followed. It is important to remember that in such instances when the field sends a teletype via STS, the Bureau teletype unit prepares a simultaneous perforated tape which can be used for immediate retransmittal to other Government agencies. For this reason, all teletypes being prepared for possible dissemination at the Bureau must be sent by teletype, not telecopier, regardless of classification or other consideration.

You should immediately implement necessary administrative procedures to insure that there is no misuse of telecopier equipment. Failure to follow these instructions will result in administrative action being taken against both Agent and supervisory personnel.

Very truly yours,

John Edgar Hoover

Director

5/11/71

SAC LETTER 71-20

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

May 18, 1971

(A) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in April, 1971, should be read by all Legal Instructors: U. S. v. Hall, 437 F2d 248 (1971)(3d Cir.), opportunity for lineup does not preclude pretrial identification by photo display. U. S. v. Holsey, 437 F2d 250 (1970)(10th Cir.), subject who refused at lineup to wear the clothing that would make the lineup fair has no right to subsequently challenge the lineup for unfairness on that ground. U. S. v. Cholston, 437 F2d 260 (1971)(6th Cir.), Government has no duty to call lineup witnesses who did not identify subject at lineup. U. S. v. Gomori, 437 F2d 312 (1971)(4th Cir.), instructive example of probable cause for search of motor vehicle. U. S. v. Hackett, 437 F2d 420 (1971)(10th Cir.), Federal interrogation of suspect in state custody, prior to state arraignment, is lawful. U. S. v. Stribling, 437 F2d 765 (1971)(6th Cir.), Government accountant conducting routine audit of defendant's books, and questioning while defendant's lawyer was present, not required to advise defendant of Miranda rights. Walker v. Eeto, 437 F2d 1018 (1971)(5th Cir.), officer stopping suspicious car at night has right to shine flashlight into vehicle to see who and what are there. On seeing evidence of crime, he may arrest. Klamert v. Cunn, 437 F2d 1153 (1970)(9th Cir.), a volunteered confession is admissible despite fact that it was preceded by inadequate Miranda warnings. U. S. v. Golembiewski, 437 F2d 1212 (1971)(8th Cir.), car detained at police station after traffic arrest may be searched without warrant on NCIC report that it was stolen. Haire v. Sarver, 437 F2d 1262 (1971)(8th Cir.), statements volunteered by person under arrest during crime scene search, without questioning and without Miranda warnings, are admissible. Wife's consent to search of home is valid against a husband. U. S. ex rel. Frizer v. McMann, 437 F2d 1309 (1970)(2d Cir.), where subject was arrested minutes after a burglary, and nearby, it was proper for officers to bring victim to place of arrest to identify subject. Meade v. Cox, 437 F2d 323 (1971)(4th Cir.), in circumstances entitling an officer to stop and frisk, he may also, for his own safety, frisk the suspect's companion (wife in this case). Officer having good reason to believe car in possession of jailed suspect was stolen, had right to search car without warrant for evidence of the theft. U. S. v. Evans, 438 F2d 162 (1971)(D. C. Cir.), court upheld immediate confrontation with victim, for identification,

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SAC LETTER 71-21

upon arrest made 13 days after the offense. See also U.S. ex rel. Clark v. Zelker, 321 F. Supp. 1085 (1971). U.S. v. Ferrone, 438 F2d 381 (1971)(3d Cir.), telephone toll call slips which gave evidence of continuous and uninterrupted pattern of unlawful gambling for long period up to March 24th were sufficient to establish probable cause for search of premises six weeks later where there was no evidence to indicate that gambling had ceased. "John Doe" search warrant approved. Searching officers may physically restrain occupant to prevent interference with search. No right to resist execution of search warrant. Searching officers may lawfully answer gambler's telephone. U.S. v. Sanders, 322 F. Supp. 947 (1971), substitute counsel at lineup, in absence of an accused's own counsel, approved. FBI suspect photo display technique approved. U.S. ex rel. Townsend v. Twomey, 322 F. Supp. 158 (1971), an unlawful confession outlaws all evidence found therefrom. In Re Dini, 322 F. Supp. 393 (1971), voice exemplars are nontestimonial evidence and may be compelled on court order. Gomez v. Wilson, 323 F. Supp. 87 (1971), repeated field interrogation of suspect as vagrant is illegal where no adequate basis for suspicion is shown.

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SAC LETTER 71-21

(B) LEGAL ATTACHE OPERATIONS - NETHERLANDS ANTILLES --  
Leads in the Netherlands Antilles, heretofore handled by the Legal Attache in Bonn, Germany, will henceforth be handled by the Legal Attache in Caracas, Venezuela. The above should include leads on the islands of Aruba, Bonaire, Curacao, Saba, St. Eustatius, and St. Maarten.

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SAC LETTER 71-21

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(C) YOUNG AMERICAN MEDALS FOR BRAVERY AND SERVICE,  
NOMINATIONS FOR 1970 --

The Attorney General has recently requested the Governors of all the states and territories and the Mayor of the District of Columbia to submit nominations for the above awards. The final date for submission of nominations is July 30, 1971. It is necessary that all nominations be accompanied by complete documentation concerning the actions of the nominees for consideration.

Offices covering State Capitals should bring this program to the attention of appropriate officials when contacting them on other matters. They should be advised that all nominations must be made through the Governor of the individual state to the Honorable Richard G. Kleindienst, Deputy Attorney General, Department of Justice. Additional background information concerning these awards is included in the May issue of the FBI Law Enforcement Bulletin.

A total of 33 nominations were made by state Governors for Young American Medals Awards for 1969. The Governors of 11 states made 27 nominations for the bravery award and the Governors of four states made six nominations for the service award. It would, therefore, appear that not all worthy candidates are being brought to the attention of the committee for consideration for the awards. Accordingly, you should bring this program to the attention of all investigative personnel in your office and they should be instructed to be alert for any worthy candidates that may come to their attention during their normal contacts with police and other officials.

5/18/71

SAC LETTER 71-21

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(D) ANNUAL SUMMARY OF RECORDS HOLDINGS -- You are reminded that National Archives and Records Service, General Services Administration, requires Federal agencies to submit statistical summaries of records holdings within 30 days of close of fiscal year. Following must be furnished:

- (1) Volume of records in cubic feet on hand as of 7-1-70;
- (2) Volume of records in cubic feet on hand as of 6-30-71;
- (3) Volume on records in cubic feet which was destroyed during period 7-1-70 to 6-30-71.

Item (3) should include space reacquired as result of conversion to shelf filing as well as space reacquired by consolidation of files or other means. All records must be taken into consideration. Examples of nonrecord material which need not be considered are preliminary work sheets, ticklers, reference books, publications, et cetera.

For your assistance, a table of equivalents is being set forth for your use in determining your volume of records:

Letter-sized filing cabinets (full but workable)	1½ cubic feet per drawer
Legal-sized filing cabinets (full but workable)	2 cubic feet per drawer
Letter-sized shelf files	4/5 cubic foot per linear foot
Legal-sized shelf files	1 cubic foot per linear foot
Tabulating cards	10,000 per cubic foot
3x5 Filing case (full but workable)	1/10 cubic foot per 12-inch drawer
4x6 Filing case (full but workable)	1/6 cubic foot per 12-inch drawer
5x8 Filing case (full but workable)	1/4 cubic foot per 12-inch drawer
All other equipment, including rotor filing equipment	Cubic measurements of inside of container
Magnetic Tape	1 cubic foot per 7 reels

Statistical summary must reach Bureau by 7-9-71. It is not necessary to wait until last day of fiscal year to begin your compilation.  
5/18/71

SAC LETTER 71-21

(E) FIREARMS - USE OF PERSONALLY OWNED SIDE ARMS BY  
SPECIAL AGENTS - FBI FORM BOOK --

Effective 30 days from the date of this letter, all authorizations previously given Special Agents to carry personally owned handguns on official business are rescinded. ~~We must tighten the rules, regulations and training procedures relative to non-Bureau weapons.~~ Within the next 30 days, those Agents desiring to carry a personally owned side arm meeting Bureau standards must reapply to you for permission and their requests should be forwarded to the Bureau on Form FD-431.

Only personally owned handguns of the same type as the Bureau revolver issued to Agents, or which have been provided to the field for official use, will be approved. The revolver must be of at least .38 Special caliber, have at least a five-shot capacity, and must contain the same safety features as Bureau-issued handguns. Agents currently having approval to carry personally owned revolvers meeting the above specifications but with an alloy frame may reapply for authorization to carry the weapon, but future requests for authorization to carry such revolvers will be denied. It has been determined that revolvers with alloy frames are not as durable as steel-framed weapons during regular training usage.

When an Agent requests authority to carry a personally owned revolver on official business, it should be inspected by you or a firearms expert. If the weapon meets the above standards and you approve the request, Form FD-431 should be executed in triplicate. Two copies should be forwarded to the Bureau and one copy placed in the requesting Agent's field personnel file. If the request is approved by the Bureau, one copy will be so marked and returned to you. Upon receipt of Bureau approval, the form should be routed to your Principal Firearms Expert who will have the responsibility of insuring that the Agent uses the approved personally owned side arm during at least 50 percent of the revolver training courses during outdoor and indoor firearms training each calendar year. Date of Bureau approval should be recorded on copy of Form FD-431 in Agent's field personnel file and description of personally owned revolver should be recorded on Agent's property card. A supply of revised Form FD-431 will be furnished to you separately.

The .38 Super and .45 automatics in the field offices for police training purposes should not be issued to Agents for official use.

All approved personally owned revolvers must be inspected by a firearms expert at least once annually and such weapons must be brought to Quantico by Agents when attending In-Service for inspection by a gunsmith and for use during firearms training.

5/18/71

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SAC LETTER 71-21

(F) SPECIAL AGENT RECRUITMENT - DRAFT DEFERMENT MATTERS --

As you have been advised, applicants for the Special Agent position under age 26 with an unfulfilled Selective Service obligation and subject to possible induction but who have a valid occupational deferment (II-A) based on employment in a field unrelated to law enforcement may be considered for processing if the Local Draft Board will favorably consider continuing such deferment on appointment to the Special Agent position.

However, the Bureau has been advised that the Selective Service System for the States of New York, Nebraska, and Ohio follow a policy of not continuing II-A deferments where occupational changes occur. Therefore, applicants for the Special Agent position from those states who are under age 26, have unfulfilled Selective Service obligation and a low lottery number indicating possible induction, are not to be processed. If he would otherwise be favorably considered, inform applicant he may reapply at such time as he is no longer subject to possible induction or when his military obligation has been satisfied. Pertinent papers are, of course, to be furnished to the Bureau.

You may also continue to consider applicants where the Local Draft Board advises chances of induction are extremely remote because of age (26 or over - national policy is not to induct registrants in this age group) or who possess a high lottery number not likely to be reached for induction. The Bureau has been advised that where registrant is age 26 or over or assigned a lottery number not likely to be reached that the Local Draft Board is to hold any requests to be continued in a deferred classification in abeyance on the theory there is little likelihood of being called for induction. When discussing whether II-A classification will be continued if appointed to Special Agent position, insure applicant's age and lottery number are considered.

(Security Letters on attached page)

5/18/71

SAC LETTER 71-21

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(G) REPORTING MATTER - PROTECTION OF RACIAL AND SECURITY INFORMANTS -- Your attention is called to Sections 107 and 130 of the Manual of Instructions and Section 4, Part II of the Manual of Rules and Regulations in which detailed procedures are set forth concerning the protection of our confidential informants in reporting racial and security matters. I wish to reiterate and stress that you must exercise utmost care in the preparation of communications for dissemination in order to avoid identification of or cast suspicion on our informants. Information received from confidential sources must be carefully paraphrased and set forth in a manner designed to fully protect the identity of the source. Extraneous information, especially that which tends to pinpoint the source, must be eliminated. You should be guided by the knowledge that ineffective protection of an informant's identity may place his life in jeopardy.

The above instructions are also applicable in reporting data from highly sensitive sources. You should avoid any wording which suggests the nature of these sources.

All Agent personnel should be reminded of these instructions and you should personally follow this matter to insure strict compliance.

5/18/71

SAC LETTER 71-21

(H) RACIAL MATTERS - CHANGE IN NUMBER OF REPORTS AND LETTERHEAD MEMORANDA FORWARDED TO BUREAU -- Experience has demonstrated that the number of copies of reports and letterhead memoranda being forwarded to the Bureau concerning investigations of individual black nationalists and concerning racial riots and disturbances should be reduced at this time. Effective immediately, you should only forward five copies of such communications to the Bureau in investigations of individual black nationalists and eight copies of letterhead memoranda pertaining to racial riots and disturbances.

There is no change regarding the number of copies of reports or letterhead memoranda to be forwarded the Bureau concerning investigations of black nationalist organizations. Manual and Handbook changes follow.

Very truly yours,

John Edgar Hoover

Director

5/18/71

SAC LETTER 71-21

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PERSONAL ATTENTION

SAC LETTER 71-24

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D. C. 20535



In Reply, Please Refer to  
File No.

June 8, 1971

(A) USE OF IMPREST FUNDS TO PAY TRANSPORTATION CHARGES ON SMALL DOMESTIC FREIGHT SHIPMENTS -- The United States General Accounting Office has issued regulations which permit the use of an Imprest Fund to pay transportation charges on small domestic freight shipments. The regulation provides that when charges do not exceed \$25 and transportation does not involve international shipments or household goods van shipments, Imprest Funds may be used. No payments are to be made for transportation prior to the performance of the service.

The use of Imprest Funds to make cash payments for the transportation services mentioned above would eliminate in many instances the use of Government Bills of Lading; however, the Imprest Fund payment procedure should be restricted to only those shipments consigned to headquarters city. On all other shipments continue to use the Government Bill of Lading procedure. When it has been determined that a particular shipment will be proper for payment from your Imprest Fund, the delivery carrier should be advised that the shipment will be handled on a COD basis. Upon payment to the carrier from your Imprest Fund, obtain a receipted copy of the freight bill.

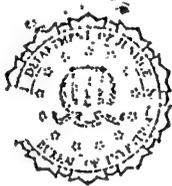
Very truly yours,

John Edgar Hoover

Director

6-8-71

SAC LETTER 71-24



PERSONAL ATTENTION

SAC LETTER 71-28

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

June 22, 1971

In Reply, Please Refer to  
File No.

(A) BUREAU APPLICANT RECRUITMENT PROGRAM INTERVIEW OF MALE APPLICANTS -- Effective immediately all male applicants registered for Selective Service, whether classified or not, during interview must execute Selective Service System Form 725 authorizing the release of information to the Bureau. As you have previously been advised, the applicant must be specifically questioned as to whether he intends to request a special classification; and if he has not registered, he should also be questioned as to whether he intends to request a special classification. The applicant's Selective Service record must be completely reviewed during investigation; and if he has requested or intends to request a special classification, the Selective Service record must be reviewed prior to instituting investigation.

I want to again reiterate that all applicant interviews must be thorough and penetrative, and it is your responsibility to insure that all pertinent information available is obtained from the applicant during the initial interview. As you are aware, careful screening in the initial stages of processing is necessary to assure that only those applicants who have above-average potential are considered for Bureau employment.

6-22-71

SAC LETTER 71-28

(B) VOUCHER MATTER - USE OF FIRST-CLASS AIR ACCOMMODATIONS -- A complaint has been made by an airline employee to a United States Congressman alleging that on a recent flight FBI men were traveling first-class. In this connection you are advised there has been no change in the Bureau's policy regarding the use of first-class air accommodations for official travel. Employees are not to travel first-class if other less costly accommodations are available unless some overriding official reason exists for the use of first-class transportation. Employees' travel vouchers will continue to be closely scrutinized to insure that complete justification is furnished whenever first-class air accommodations are used.

This matter should be brought to the attention of all employees who have occasion to perform official travel.

6-22-71

SAC LETTER 71-28

(C) "FRIENDS OF THE FBI" -- For your information, an organization known as "Friends of the FBI" was recently formed by a group of individuals including a prominent Chicago, Illinois, attorney and a Washington, D. C., public relations man as a self-described "grass roots" effort to support the Bureau and me in the face of recent criticism.

It has been determined that Efrem Zimbalist, Jr., has agreed to serve as Honorary Chairman and in this connection a form letter bearing his facsimile signature has been mailed to various individuals across the country setting forth the goals of this organization and soliciting funds.

You are advised that "Friends of the FBI" is a private enterprise initiated by the aforementioned individuals and formed without the Bureau's knowledge, encouragement, or approval. Although Mr. Zimbalist affiliated himself with it as its Honorary Chairman without the Bureau's knowledge, he did so as a private citizen who has the best interests of the Bureau at heart.

Should you receive any inquiries concerning this organization or its activities, you should respond with this reply: "The FBI has no connection or relationship of any kind with a recently formed group calling itself 'Friends of the FBI.'"

6-22-71  
SAC LETTER 71-28

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(D) INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE (ITSMV) INVESTIGATIONS -- SAC Letter 70-33 dated June 16, 1970, Paragraph (A), contained instructions concerning modifications in the handling of ITSMV cases. The procedures were effective July 1, 1970, on a one-year trial basis and are now being made permanent.

Since the effective date of the above modifications, there has been a decline in the over-all case load, as well as the accomplishments in the ITSMV category. This trend has been attributed to the restrictive Departmental prosecutive policy. Your office must insure that violations within the jurisdiction of the FBI are promptly referred to you. This can be brought about by effective liaison with local law enforcement agencies and sources. To this end, an immediate examination should be made by you to ascertain whether all ITSMV violations are being promptly referred. This should be a continuing program if we are to carry out our responsibilities under the law. It is expected each office will initiate such action as is necessary in order to accomplish these objectives.

Very truly yours,

John Edgar Hoover

Director

6-22-71

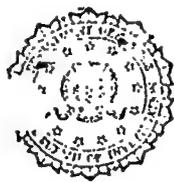
SAC LETTER 71-28

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UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535



In Reply, Please Refer to  
File No.

July 6, 1971

(A) CLASSIFICATION OF INFORMATION -- There has been an increase in classified mail submitted by Bureau offices. In many instances the classifications do not meet the criteria set out in Executive Order 10501.

Classified information is defined as official information the protection of which is necessary in the interest of national defense and which is protectively classified for that purpose by appropriate classifying authority. Note the reason for classifying material must be hinged on national defense.

The reason for classification of Bureau mail should make specific reference to national defense interests. For example, "Top Secret" is to be used only to protect that information or material the defense aspect of which is paramount and the unauthorized disclosure of which could result in exceptionally grave damage to the Nation, such as leading to a break in diplomatic relations, an armed attack against the United States or the compromise of defense plans, intelligence operations or scientific developments vital to the national defense. "Secret" should be utilized only for defense information or material, the unauthorized disclosure of which could result in serious damage to the Nation. "Confidential" is to be used only for defense information or material, the unauthorized disclosure of which could be prejudicial to the defense interest of the Nation. Where it is necessary to classify information, the lowest classification consistent with its proper protection should be used. It is essential that unnecessary classification or over-classification be avoided.

It has been noted many documents are classified merely because information was obtained from informants. In some instances this information relates to public rallies, demonstrations or meetings and the release of the information could in no way compromise the informant. While protection of valuable informants and techniques is essential, information obtained through them should be carefully evaluated to determine whether classification of the information meets the criteria

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SAC LETTER 71-30

set out in Executive Order 10501. In this connection you should refer to page 55, paragraph five, Section 4, Part II of the Manual of Rules and Regulations. In each instance where such information is classified, you must indicate the reasons for the classification.

Do not classify information merely to prevent embarrassment to the Bureau or to lessen the likelihood it will be published. Classification must be based on the criteria set out above.

Classification of mail will be closely followed at the Bureau and will be looked into during inspections. You will be held responsible for improper or unnecessary classification.

Very truly yours,

John Edgar Hoover

Director

7/6/71

SAC LETTER 71-30

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

July 20, 1971

In Reply, Please Refer to  
File No.

(A) QUALITY WITHIN-GRADE INCREASES - FISCAL YEAR 1971 -- You are advised that during the Fiscal Year 1971 the Bureau granted 713 quality within-grade increases to its employees.

7-20-71

SAC LETTER 71-34

(B) ARTIST'S CONCEPTIONS - FACSIMILE - XEROX 400 TELECOPIER -- The Xerox 400 Telecopier has been successfully utilized for a trial period to transmit artist's conception requests and drawings between Bureau and selected field offices.

Effective immediately, all offices and resident agencies having Telecopier equipment should consider using this method to transmit requests for artist's conceptions. Requests should be dialed directly to Exhibits Section on FTS 202-343-9148. Agent who prepares FD-383 should be available when possible during transmittal to clarify or elaborate on information secured from the witness by talking directly with the artist. Completed drawing will be transmitted to requesting office by Telecopier. Modifications to drawing may be handled in same manner. Field requests should be transmitted between 8:00 a. m. and 4:30 p. m., EDT.

The facsimile received by field will be 8 in. x 10 1/2 in. size suitable for copying by Polaroid camera or other local photographic facilities. Offices receiving artist's conception via Telecopier should always make a photographic copy to insure its permanency for file and future reference.

The Facial Identification Catalog will still serve as the basic source of reference for facial characteristics to be noted on FD-383. Supplemental pages recently forwarded to all offices show examples of contemporary hair and beard styles. Additional mug shots or graphic material in your possession which will aid artist should be transmitted via Telecopier with your request. The Telecopier can also be used to request trial charts when transmittal of field sketches and diagrams is essential but time does not permit the usual methods of communication. All investigative personnel should be advised.

7-20-71

SAC LETTER 71-34

(C) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after June 27, 1971.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure the vouchers are submitted correctly.

7-20-71

SAC LETTER 71-34

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(D) INTERCEPTION OF COMMUNICATIONS MATTERS -- Reference is made to paragraph D, SAC Letter 69-21, dated April 1, 1969.

The Department has advised of an important change in its policy to be followed in handling captioned matters. U. S. Attorneys now have full authority to initiate prosecution or forfeiture and to request further investigation upon completion of our preliminary investigation in these matters. Formerly, upon receipt of complaint of a possible violation, facts were furnished to U. S. Attorney concerned and he could authorize only a limited, preliminary investigation and offer his advice as to merits of case. Criminal Division requested full field investigations and authorized prosecutions. Prior Departmental authorization is no longer required.

The fifteen-day deadline for submission of reports is rescinded; however, the field is to continue to promptly notify Bureau by airtel or by more expeditious means, if good judgment so dictates, of receipt of complaint and action or lack of action desired by U. S. Attorney.

Manual and Handbook changes follow.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (C)

7-20-71

SAC LETTER 71-34

- 3 -



PERSONAL ATTENTION

SAC LETTER 71-36

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 3, 1971

In Reply, Please Refer to  
File No.

(A) LAW ENFORCEMENT EDUCATION PROGRAM - GRANTS AND LOANS -- SAC Letter 69-34 (B) dated June 24, 1969, advised of basic information concerning financial aid in the form of grants and loans as provided by the Omnibus Crime Control and Safe Streets Act of 1968. This financial aid is administered by the Law Enforcement Assistance Administration (LEAA), Department of Justice, through the participating schools. Changes in regulations have been issued by the LEAA as follows: Grants - effective July 1, 1971, only officers of Federal agencies having primary criminal law enforcement or correctional responsibilities relating to the national crime problem are eligible. No supportive personnel are eligible. Accordingly, only Bureau Special Agents are now eligible for such grants. Loans - applicants for such aid are required to secure a letter from a criminal justice agency to be directed to the school applicant is attending indicating that if the loan applicant passes all the necessary tests and meets all other qualifications for employment, the agency would willingly consider him as a desirable candidate for employment in the "criminal justice" field. The Bureau's principal "criminal justice" position is that of Special Agent. This letter is not a commitment to actually employ the loan applicant in such position. Any employee applying for a Law Enforcement Education Program loan must submit his request for above-type letter to his Division Head stating whether his objective is to apply for the Special Agent position. The identity of the person at the school including title and specific address with postal zip code number to whom such a letter should be directed must also be furnished. The Division Head will forward the request to the Bureau, attention Personnel Section, with an appropriate recommendation as to whether the letter should be furnished. The Bureau will consider requests for such letters only for current Bureau employees. Should any former employees or individuals with no prior Bureau association request such a letter, they are to be informed we are unable to comply with their request for an "employability letter." A record is to be kept of any such requests and in the case of former employees, pertinent information is to be furnished to the Bureau for inclusion in their personnel file.

8-3-71

SAC LETTER 71-36

(B) TRAINING - LEGAL INSTRUCTION -- The following instructive Federal decisions reported in July, 1971, should be read by all Legal Instructors: U.S. v. Edwards, 441 F2d 749 (1971)(5th Cir.), court upheld officer's search of vehicle from which driver fled after high-speed chase apparently involving traffic violations only. The contraband found was admissible. U.S. v. Fuller, 441 F2d 755 (1971)(5th Cir.), decision shows text of approved FBI affidavit for search warrant in gambling case. Agents lawfully executing search warrant in gambling premises may answer bookmaker's telephones, give the gambling "line" information to customers, and testify to such calls. U.S. v. Buonomo, 441 F2d 922 (1971)(7th Cir.), informant described only as having given reliable information in the past, was held reliable because affidavit revealed circumstances of informant's knowledge of crime in this case. In executing search warrant, officers may seize recognized instrumentalities not mentioned in search warrant. U.S. v. Stvekey, 441 F2d 1104 (1971)(3d Cir.), implied waiver of Miranda rights upheld where subject was fully advised in writing, refused to sign waiver form, but then willingly discussed the case. U.S. v. Gaines, 441 F2d 1122 (1971)(2d Cir.), valid consent to search jacket was given when suspect, asked by officers for identification, pointed to jacket on coatrack ten feet away in his residence and said, "It is in my jacket." Frazier v. Roberts, 441 F2d 1224 (1971)(8th Cir.), decision explains why a state search warrant based on sworn oral testimony satisfies requirement of 4th Amendment but identical Federal warrant does not. Piazzola v. Watkins, 442 F2d 284 (1971)(5th Cir.), student occupying room in college dormitory has 4th Amendment protection against unreasonable searches and seizures by law enforcement officers. Russell v. Cox, 326 F Supp. 27 (1971), officer investigating report of accident involving armed man had right to frisk suspect on finding him in vicinity. U.S. v. Marotta, 326 F. Supp. 377 (1971), when person arrested in his home locates and surrenders evidence therein to the officers in response to their order to do so, there is no valid consent to search. U.S. v. Swede, 326 F. Supp. 533 (1971), customs officers may make a lawful and warrantless "border" search of a package received in the mail from a foreign country on less information than the probable cause needed for a warrant to search domestic mail.

8-3-71

SAC LETTER 71-36

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(C) DISSEMINATION OF INFORMATION -- I have been concerned for some time over unnecessary dissemination, and current conditions involving the safeguarding of information have made this matter an even greater problem.

It is not Bureau policy to refuse to disseminate vital and important information to which other agencies, including local law enforcement, are justifiably entitled; however, good judgment and common sense dictate that the need to disseminate must be both vital and important and within the scope of present requirements to do so. Care must be taken not to withhold any information the retention of which might result in embarrassment to the Bureau; however, there must be no indiscriminate or arbitrary dissemination, and if a doubt arises the matter must be brought to the attention of a supervisory official.

Insure that appropriate personnel are fully cognizant of these instructions.

(Security Letters on attached pages)

8-3-71  
SAC LETTER 71-36

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(D) COMMUNIST PARTY, USA - 20TH NATIONAL CONVENTION -- The Communist Party, USA (CPUSA), plans to hold its 20th National Convention February 11-14, 1972, in New York City. Prior to the National Convention, the various districts will hold conventions to elect delegates for the National Convention and prepare resolutions to be presented at the National Convention. Delegates are to be selected on the basis of one delegate for each district, plus one delegate for every 20 members or portion thereof up to 100 members; one delegate for every 25 members over 100 up to 300; and one delegate for every 30 members over 300. "Members" referred to above means dues-paying members, which figures are to be compiled on the basis of dues control period from September-November, 1971. The CPUSA expects 175-200 delegates to attend the 20th National Convention.

Identification of these delegates is essential and should provide an indication of the number of dues-paying members in each district. Special efforts must be made to determine exactly where the 20th National Convention will be held in New York City, details of resolutions prepared in each district, and how delegates will vote on controversial issues at the National Convention. Each office must instruct informants to be alert to obtain the desired information. This matter must receive your closest attention. Bureau and New York must be kept currently advised of pertinent developments. Offices covering cities where district conventions will be held must insure appropriate coverage is provided to establish the information needed to fulfill our responsibilities. At the conclusion of each district convention, submit results to Bureau and New York in form suitable for dissemination.

8-3-71

SAC LETTER 71-36

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(E) STUDENT AGITATION ON CAMPUSES -- During the past school year, September, 1970, to May, 1971, there was substantial campus unrest; however, it did not reach the magnitude of the preceding year. It is evident that the campuses of this country still harbor a large number of militant activists who are striving to foment a communistic or anarchistic revolution in this country. With the extension of the voting rights to persons aged 18, it should be apparent that these forces will step up political agitation on campuses. Another factor that may influence future campus unrest is the publication of the so-called "Pentagon Papers." These papers are being used by militants and radicals as justification in calling for a violent revolution in the United States.

In view of the above, it is imperative that each office insure that the Bureau is kept abreast of student agitation and subversive activities on each campus in its territory. You should also make certain that you obtain all specific information concerning student agitation which is available through public source material. There are numerous publications available which report on the activities of student agitators. These publications should not be overlooked as sources of definitive information through which agitators and their planned demonstrations can be identified and followed for potential violations of the laws under the Bureau's jurisdiction.

You are reminded that the Bureau is not interested in legitimate dissent or routine activity on campuses. Information from the above sources on student agitation must be promptly submitted in form suitable for dissemination in order that the Bureau can fulfill its obligations in the security field.

Very truly yours,

John Edgar Hoover

Director

8-3-71

SAC LETTER 71-36

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PERSONAL ATTENTION

SAC LETTER 71-37

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

August 10, 1971

(A) FBI SUGGESTION PROGRAM - FISCAL YEAR 1971 -- Set out below is a summation showing the results of participation by each field division and Legal Attache's office in the FBI Suggestion Program.

OFFICE	SUGGESTIONS	ADOPTED	SUBMISSIONS		TOTAL	CHANGE
			AGENTS	CLERKS		
Albany	9	2	5	4	8	+ 1
Albuquerque	12	0	7	5	3	+ 9
Alexandria	3	1	2	1	4	- 1
Anchorage	1	0	0	1	3	- 2
Atlanta	1	0	1	0	3	- 2
Baltimore	6	2	3	3	9	- 3
Birmingham	4	1	3	1	1	+ 3
Boston	4	0	4	0	3	+ 1
Buffalo	4	0	2	2	3	+ 1
Butte	15	1	13	2	10	+ 5
Charlotte	6	1	2	4	2	+ 4
Chicago	14	4	10	4	12	+ 2
Cincinnati	14	1	8	6	6	+ 8
Cleveland	10	3	6	4	8	+ 2
Columbia	9	1	7	2	15	- 6
Dallas	4	1	2	2	6	- 2
Denver	5	0	3	2	4	+ 1
Detroit	2	1	1	1	8	- 6
El Paso	12	1	3	9	6	+ 6
Honolulu	7	0	5	2	6	+ 1
Houston	6	0	5	1	6	0
Indianapolis	4	2	2	2	7	- 3
Jackson	7	1	1	6	19	-12
Jacksonville	3	1	3	0	7	- 4
Kansas City	15	1	9	6	7	+ 8
Knoxville	5	1	2	3	1	+ 4
Las Vegas	8	1	4	4	5	+ 3
Little Rock	6	0	6	0	15	- 9
Los Angeles	9	3	7	2	11	- 2

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OFFICE	SUGGESTIONS	ADOPTED	SUBMISSIONS		1970	CHANGE
			AGENTS	CLERKS	TOTAL	
Louisville	2	0	2	0	8	- 6
Memphis	9	3	3	6	7	+ 2
Miami	5	0	5	0	3	+ 2
Milwaukee	6	0	2	4	9	- 3
Minneapolis	2	0	2	0	1	+ 1
Mobile	15	4	8	7	14	+ 1
Newark	7	0	3	4	11	- 4
New Haven	4	0	2	2	9	- 5
New Orleans	19	1	8	11	3	+16
New York City	24	4	22	2	24	0
Norfolk	10	0	6	4	5	+ 5
Oklahoma City	46	7	37	9	40	+ 6
Omaha	1	0	0	1	1	0
Philadelphia	3	0	1	2	7	- 4
Phoenix	6	0	5	1	6	0
Pittsburgh	4	0	3	1	8	- 4
Portland	10	1	7	3	11	- 1
Richmond	8	4	2	6	11	- 3
Sacramento	2	0	1	1	3	- 1
Saint Louis	12	1	9	3	6	+ 6
Salt Lake City	7	1	6	1	6	+ 1
San Antonio	12	2	6	6	7	+ 5
San Diego	7	1	4	3	8	- 1
San Francisco	12	3	10	2	14	- 2
San Juan	4	0	1	3	9	- 5
Savannah	8	2	6	2	5	+ 3
Seattle	15	3	12	3	10	+ 5
Springfield	2	0	1	1	2	0
Tampa	26	5	13	13	35	- 9
*Washington	24	10	15	9	7	+17
Beirut	0	0	0	0	0	0
Bern	2	0	2	0	1	+ 1
Bonn	1	0	0	1	2	- 1
Buenos Aires	1	0	0	1	0	+ 1

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<u>OFFICE</u>	<u>SUGGESTIONS</u>	<u>ADOPTED</u>	<u>SUBMISSIONS</u>		<u>1970</u> <u>TOTAL</u>	<u>CHANGE</u>
			<u>AGENTS</u>	<u>CLERKS</u>		
Caracas	0	0	0	0	0	0
Copenhagen	0	0	0	0	0	0
Hong Kong	5	2	5	0	0	+ 5
La Paz	0	0	0	0	0	0
London	0	0	0	0	0	0
Madrid	3	2	2	1	1	+ 2
Managua	0	0	0	0	0	0
Mexico City	8	3	3	5	4	+ 4
Ottawa	1	0	1	0	2	- 1
Paris	6	2	2	4	6	0
Rome	1	1	0	1	0	+ 1
Tel Aviv	0	0	0	0	0	0
Tokyo	6	0	6	0	3	+ 3
	<u>551</u>	<u>92</u>	<u>349</u>	<u>202</u>	<u>507</u>	<u>+44</u>

An asterisk adjacent to an entry denotes the office has a suggestion awaiting final decision. The Legat Offices in Beirut, Caracas, Copenhagen, La Paz, Managua and Tel Aviv commenced operations in December, 1970.

The total number of suggestions submitted was 955 of which 318 were adopted with three (3) still awaiting final decision. Nineteen (19) suggestions from previous years were implemented during Fiscal Year 1971 making the actual total of adoptions 337. Estimated first-year tangible savings amounted to almost \$110,000. Thirty-five employees shared in incentive awards totaling \$4955 and, in addition, 15 more were commended for their contributions.

I wish to express my appreciation for the fine spirit of cooperation and interest displayed by our personnel in achieving these results. The continued enthusiastic support and participation by all of our employees will be vitally necessary in helping the Bureau discharge the ever-increasing responsibilities with which it is entrusted during Fiscal Year 1972.

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SAC LETTER 71-37

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(B) REMISSION OR MITIGATION OF FORFEITURES — Title 18, United States Code, Section 1955(d), authorizes seizure and forfeiture of any property used in an illegal gambling business. Departmental Order 453-71, dated February 2, 1971, empowers FBI Agents to make such seizures. Bureau policy in this regard is contained in Volume 4, Section 142, Manual of Instructions.

You should be aware that when the interest of a third party, such as a mortgagee or other lienholder, is adversely affected by seizure and forfeiture of personal property, the third party may file with the United States Attorney in the district where the seizure occurs, a petition for remission or mitigation of forfeiture. 28 C. F. R. 9.1-9.7. 35 F. R. 7013. Departmental Order 430-70 (April 21, 1970). Upon receipt of a petition, the United States Attorney will direct the seizing agency to investigate the merits of the petition and submit a report thereon to him. 28 C. F. R. 9.3(b). Therefore, FBI investigative responsibility does not necessarily terminate with the arrest of a gambler and the seizure of his property. In those cases where third parties have a legal interest in the property, particularly in situations involving seized motor vehicles, the United States Attorney may request field offices to conduct further investigation.

In order for a petitioner to justify remission or mitigation of forfeiture, he must (1) establish a valid, good-faith interest in the seized property, and (2) establish that at no time did he know or have reason to believe the property in which he asserts an interest would be used in violation of law. In addition, where the petitioner acquired his interest in the property by dealing with a person who in fact had a criminal record or reputation for gambling violations, Departmental Order 430-70 imposes a further requirement. In such cases, the petitioner must show that he made inquiry as to the person's criminal record or reputation at the local law enforcement agency prior to the petitioner acquiring his interest or such other person acquiring his right to the property and was informed that the person had no criminal record or reputation with that agency. For example, a company financing the purchase of a vehicle and holding a lien thereon, when seeking relief under the Departmental Order, must demonstrate that before credit was extended, a check of the borrower was made at the local law enforcement agency. Failure to make such inquiry may bar the petitioner from relief under the Departmental Order. 28 C. F. R. 9.5.

Requests to investigate the merits of petitions for remission or mitigation of forfeiture should be brought to the attention of the Bureau. Investigations should be closely coordinated with the United States Attorney.

8-10-71

SAC LETTER 71-37

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(C) FAIR CREDIT REPORTING ACT -- In view of the limitations imposed by captioned law, information requested of consumer reporting agencies will be restricted to (1) identifying information (name, address, former addresses, place of employment, and former places of employment) which may be obtained in any case and (2) consumer reports, which may be obtained for employment purposes ~~on the applicant alone in applicant-type investigations and~~ where the Bureau has a legitimate business need for the information such as Ascertaining Financial Ability cases.

When reporting information obtained from a consumer report, the source of the data should be clearly identified as a consumer reporting agency. Subsequent use of such information contained in Bureau files is prohibited except for the purposes authorized by the Fair Credit Reporting Act. See detailed analysis of the Act in SAC Letter 70-67 (A) dated December 1, 1970.

Consumer reporting agency contract matters including whether a waiver need be signed by applicants in employment cases will be handled on a case-by-case basis as such problems arise. Continue the present practice of submitting your proposals in these matters for review at the Bureau.

Advise all investigative personnel of these changes.

(Security Letters on attached pages)

8-10-71

SAC LETTER 71-37

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(D) CHANGE OF INVESTIGATIVE CHARACTER RACIAL MATTERS TO EXTREMIST MATTERS -- In view of the fact that the investigative character Racial Matters is no longer pertinent to these types of investigations, effective immediately the character Extremist Matters should be utilized instead of Racial Matters.

For your guidance there are set forth examples of how the Extremist Matters character should be utilized in the future. -- For the Black Panther Party use Extremist Matters - BPP; for other black organizations use Extremist Matters - (group name); for unaffiliated black extremists use Extremist Matters - Black Nationalist; for the Klan use Extremist Matters - Klan; for other white-hate organizations use Extremist Matters - (group name); for unaffiliated white extremists use Extremist Matters - White Hate. As to those matters formerly carried under the character Racial Matters, such as disturbances and riots, you will now use the character Civil Unrest.

The designation of racial informants should be changed as follows: racial informants to extremist informants, probationary racial informants to probationary extremist informants, and racial ghetto informants to extremist ghetto informants.

As to Bureau-approved forms bearing the designation racial, these changes will be made as the forms are due for printing; and distribution will be made accordingly.

The Racial Intelligence Section of the Domestic Intelligence Division will now be known as the Extremist Intelligence Section; and accordingly, the field divisions having a Racial Squad should change the name to Extremist Squad.

8-10-71  
SAC LETTER 71-37

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(E) SECURITY FLASH NOTICES REGARDING SECURITY INDEX SUBJECTS -- In order to assure that continuous future arrest information maintained by the FBI Identification Division is disseminated to the field on those individuals who are Security Index subjects on whom no fingerprints are on file with the Identification Division, a Security Flash Notice (FD-165) should be submitted periodically. This will enable the field to determine if fingerprints of the subject have been received by the Identification Division since the last check and, if so, to have a stop placed in the fingerprint record to assure that the field is advised of all subsequent submissions.

The period of submission of the FD-165 should be on a staggered basis and at different intervals. Priority I, Security Index, subject requests should be submitted every six months commencing with the submission of an annual report and every six months thereafter. In the case of Priority II and Priority III, Security Index, subjects, requests should be submitted on an annual basis in conjunction with the submission of the annual report or annual verification of residence and employment.

The periodic requirement would be satisfied upon notification by the Identification Division of a fingerprint record on the subject and the placing of a stop against such record or upon removal of a subject from the Security Index.

This follow-up procedure does not relieve the field of the responsibility of making every effort to obtain fingerprints of Security Index subjects locally when such prints are not on file in the Identification Division. In this regard, you should bear in mind that fingerprint cards of arrested persons are not always submitted to the Identification Division by local authorities. Therefore, local authorities may have fingerprints of a particular Security Index subject when such prints are not available in the files of the Identification Division.

In conjunction with the Bureau's sensitive investigations, particularly on arrest-prone individuals who are frequently on the move, it should be continuously borne in mind that the records of the FBI Identification Division can be an important investigative aid and such records should be effectively utilized. However, these identification files are of little value unless fingerprints of the Security Index subject are on file in the Identification Division in view of the propensity for this type of individual to use fictitious names when arrested.

Appropriate manual changes are being made.

8-10-71

SAC LETTER 71-37

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(F) PROTEST ACTIVITY AND CIVIL DISTURBANCES -- A review of recent communications submitted by field offices relating to student agitation, antiwar activities, and racial incidents reveals some offices have failed in their initial communications to identify sponsors of demonstrations or groups precipitating disorders. It is realized that under some circumstances this is due to the fact that the sponsoring group is of an ad hoc nature and, therefore, there is little background information available. In other instances, particularly relating to racial incidents and student agitation, demonstrations or disorders erupt spontaneously based upon some specific triggering event. Even in these cases, however, existing groups will more frequently take the lead in sponsoring the protest. You are reminded that despite the foregoing, it is imperative that initial communications set out the sponsors of demonstrations or specifically note that spontaneous groups or ad hoc organizations are involved.

You are reminded that it is necessary to furnish the Bureau with follow-up information regarding cancellations of demonstrations or their failure to materialize where the Bureau has previously been alerted as to the scheduling of such events. If a demonstration takes place as scheduled, the Bureau should be advised in accordance with existing instructions. If it is cancelled or rescheduled, this information should be reported to the Bureau by teletype. Bear in mind that interested agencies of Government often inquire concerning such proposed events.

Teletypes must be promptly submitted in a form suitable for dissemination with an absolute minimum of editing. These should contain a concise characterization or description of any organization mentioned. This is absolutely necessary so that the Bureau can properly and intelligently disseminate the information.

In connection with the above instructions, you should review Bureau letter to Albany dated August 28, 1970, captioned "Student Agitation, Antiwar Activity, and Racial Incidents."

On an increasing basis, a trend has been noted wherein old-line revolutionary groups, such as the Progressive Labor Party, Socialist Workers Party, and Communist Party, USA, along with their youth groups, are sponsoring demonstrations protesting various aspects of this country's domestic activity.

8-10-71

SAC LETTER 71-37

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You should remain alert to these activities and promptly report them in accordance with the above instructions.

In any type of mass activity (conference, rock festival, and so forth) which is scheduled to take place in your territory, the potential for violence or civil disturbance should be assessed and where such a potential is felt to exist, the Bureau should be furnished with background information in order that it will be knowledgeable should inquiries be received from other Government agencies.

Very truly yours,

John Edgar Hoover

Director

8-10-71

SAC LETTER 71-37

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PERSONAL ATTENTION  
SAC LETTER 71-39

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

August 17, 1971

(A) DIRECTOR'S TESTIMONY ON JUNE 24, 1971, BEFORE THE SENATE SUBCOMMITTEE ON APPROPRIATIONS - FISCAL YEAR 1972 -- Copies of my testimony before the Senate Subcommittee on Appropriations on June 24, 1971, regarding the 1972 appropriation request of the FBI, which has been released by the Appropriations Committee, will be sent to your office in the near future. These copies are to be made available to the personnel of your office who desire to review the testimony. There will be about one copy for every two employees in the supply furnished.

(Security Letter on attached page)

8-17-71

SAC LETTER 71-39

(B) SECURITY INVESTIGATIONS - CHANGE IN CHARACTER --  
SAC Letter 71-35 (D), 7/27/71, revised character designations relative to security investigations which will facilitate routing of mail at the Bureau. In connection with these changes, the character "Security Matter - Anarchist" was eliminated and "Security Matter - New Left" was added. Manual of Instructions, Section 87G, page 37, is being revised to eliminate "Anarchist" from and add "New Left" to the list of organizational affiliations of Security Index subjects.

When in the course of business an FD 122 is next submitted reporting a change of employment, address, etc., relative to a Security Index subject whose organization is listed as "Anarchist," the FD 122 should also recommend a change in the organizational affiliation. Such a case should be thoroughly reviewed at that time and the most logical organizational affiliation listed. It does not necessarily follow that the organizational affiliation should be the same as the character of the case. For example, if the character of a case is "Security Matter - National University Conference (NUC)" the organizational affiliation for Security Index purposes would be "New Left."

Very truly yours,

John Edgar Hoover

Director

8-17-71  
SAC LETTER 71-39

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In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
SAC LETTER 71-41

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 24, 1971

(A) SPECIAL ACCIDENT AND TRAVEL INSURANCE (SATI) -  
PREMIUM PAYMENTS THROUGH PAYROLL ALLOTMENT - OPEN  
ENROLLMENT SEASON THROUGH 9/20/71 --

The SATI insurance program is divided into three plans: Long Term Disability Benefit Plan; Accidental Death, Dismemberment and Permanent Total Disability Plan; and Accident Indemnification Plan. An employee may join the last two plans at any time since benefit payments are based on accidental causes. However, one may only enroll in the Long Term Disability Benefit Plan the first 30 days following entry on duty. Otherwise, employee must undergo a physical examination to show medical evidence of insurability. Employees may now make premium payments for all three SATI insurance plans through convenient payroll allotment by execution of Standard Form 1198.

A list of currently insured employees assigned to your office together with a supply of SATI brochures (with attached Standard Form 1198) will be forwarded your office by 9/8/71. Insured employees who desire to change over to the payroll allotment system must file new applications indicating desired amounts of insurance coverage and execute attached Standard Form 1198. Insured employees who so desire, and, those employees who already have two payroll allotments (maximum allowable) may make premium payments through monthly coupon booklets mailed direct to SATI Administrator. Insured employees who enrolled during the original registration period, March, 1970, and who paid a premium deposit need not make a September, 1971, payment as the deposit will cover this period. Premium payment through payroll allotment is not only more convenient but also precludes possibility of loss of coverage due to individual lapse in payment. It will also result in a 2 1/2% reduction in rate of cost for the Accidental Death, Dismemberment, and Permanent Total Disability Plan.

8/24/71

SAC LETTER 71-41

OPEN ENROLLMENT SEASON:

Effective upon receipt of this communication, through 9/20/71, there will be an open enrollment season for the Long Term Disability Benefit Plan of SATI. During this period employees who elected not to enroll therein during the original enrollment period, and, employees who failed to enroll within 30 days following their entry on duty may now join without benefit of a physical examination showing medical evidence of insurability.

All forms should be returned to Bureau, marked for attention of Administrative Division no later than 9/20/71 so that payroll allotments will be effective with pay period commencing 10/3/71. Because of volume of work involved in effecting this changeover, all forms should be returned to Bureau by Health Benefits Representatives promptly upon execution by employees and not held until 9/20/71.

8/24/71  
SAC LETTER 71-41

(B) STOP NOTICES -- In the future, there will be no need to prepare Stop Notice cards on individuals or items which are entered in the National Crime Information Center provided this is the only stop which has been placed. This will not change the policy with respect to stops placed with agencies, other establishments, or those which do not meet the necessary criteria for entering them in the National Crime Information Center. During the next quarterly review of Stop Notices, those which meet the above requirement should be destroyed and those which reflect an item suitable for entry should be entered and the card then destroyed. If some reason exists to justify the retention of the Stop Notice after entry into the National Crime Information Center, this should be so indicated on the card. The case Agent will be responsible for determining whether a Stop Notice should be prepared in each instance.

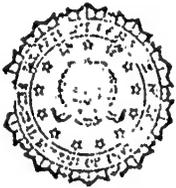
Very truly yours,

John Edgar Hoover

Director

8/24/71  
SAC LETTER 71-41

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

September 21, 1971

(A) TRAINING - LEGAL INSTRUCTION --

The following instructive Federal decisions reported in August, 1971, should be read by all Legal instructors: U.S. ex rel. Dunham v. Quinlan, 327 F. Supp. 115 (1971), fact that person is under arrest and in jail does not of itself make involuntary his consent to search of his dwelling. Sexton v. Gibbs, 327 F. Supp. 134 (1970), good faith of arresting officer is not a defense to damage suit for arrest without probable cause. U.S. v. Smith, 442 F2d 448 (1971), no violation of defendant's right to privacy where police officer in codefendant's apartment with codefendant secreted himself in back room, with codefendant's permission, to listen to incriminating conversation between defendant and codefendant. U.S. v. Hanahan, 442 F2d 649 (1971)(7th Cir.), officer standing on public sidewalk and looking through window of defendant's garage at night, with aid of flashlight, does not violate defendant's right to privacy. U.S. v. Mojica, 442 F2d 924 (1971)(2d Cir.), either joint tenant may authorize search of premises through all portions jointly controlled. U.S. v. Mahler, 442 F2d 1172 (1971)(9th Cir.), "hearsay upon hearsay" may be used in affidavit for search warrant. When informant is victim of the offense, his reliability for affidavit need not be corroborated by other facts. Photograph can be instrumentality of crime. U.S. v. Biswell, 442 F2d 1189 (1971) (10th Cir.), provision of Federal Gun Control Act, 18 USC 923(g), allowing certain officers to enter private premises of firearms and ammunition dealer for inspection purposes, without search warrant, is in violation of Fourth Amendment. U.S. v. Johnson, 442 F2d 1239 (1971) (D. C.), officer making valid arrest for traffic violation has right to require driver to get out and to make protective frisk for weapons. Contraband of different offense then seen in plain view in vehicle justifies arrest for second offense. U.S. ex rel. DiRienzo v. Yeager, 443 F2d 228 (1971)(3d Cir.), accomplice who confesses against own penal interest is reliable informant for search warrant affidavit. U.S. v. Phelps, 443 F2d 246 (1971)(5th Cir.), where officers entered subject's place of business, saw contraband and announced their find to subject, the subject was "in custody" for Miranda purposes. Subject's refusal to sign Miranda waiver excludes his subsequent statements from

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SAC LETTER 71-46

evidence unless prosecution shows that he initiated pertinent conversation subsequent to his refusal to sign. Monteiro v. Picard, 443 F2d 311 (1971)(1st Cir.), witnesses to lineup must be separately interviewed concerning their ability to make an identification. U.S. v. Stevenson, 443 F2d 661 (1971)(D. C.), prelineup photo display to witnesses is permissible. U.S. v. Chavarria, 443 F2d 904 (1971)(9th Cir.), confession given to police in foreign country without Miranda warnings is admissible, absent any indication that a confession was, in fact, coerced. Chanman v. U.S., 443 F2d 917 (1971)(10th Cir.), no entrapment where officers permitted mailed contraband to reach its destination instead of seizing it at point of first discovery. U.S. ex rel. Cronan v. Mancusi, 444 F2d 51 (1971)(2d Cir.), fact that suspect was suffering from severe gunshot wound at the moment did not necessarily make him incapable of giving a voluntary confession. U.S. v. Edwards, 444 F2d 122 (1971)(9th Cir.), officer's on-the-street interrogation of driver of suspected stolen motor vehicle is noncustodial; no Miranda warnings required.

9/21/71

SAC LETTER 71-46

(B) WITHIN-GRADE INCREASES -- Reference is made to SAC Letter 71-42 (A) concerning within-grade increases. Further details have been received from the Civil Service Commission concerning processing of within-grade increases during the freeze. The Bureau will continue to process within-grade increases as heretofore, with the exception, of course, that actual monetary increases cannot be granted because of the freeze. Employees are ordinarily notified of a within-grade increase through information on their statement of earnings. During the freeze, employees certified for within-grade increases will be notified of same via a copy of Form 3-542 directed to them. The new salary will be shown but will be asterisked, and the following explanation will be shown under "Remarks": "Employee will be paid the 'Old Salary' shown above until salary stabilization period directed by Executive Order 11615 is terminated." This is being furnished for your information should you receive any inquiry as to processing of within-grade increases. As Forms 3-542 on employees are received in your office, they should be appropriately distributed.

9/21/71

SAC LETTER 71-46

- 2 -

(C) INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE (ITSMV) MATTERS - ACCOMPLISHMENTS -- At the close of the first two months of Fiscal Year 1972, there was a 12% deficit in the number of automobiles recovered throughout the Bureau, as compared with the same period in Fiscal Year 1971.

You should immediately examine your liaison with local law enforcement agencies and other sources of ITSMV matters to insure that all stolen vehicles recovered from out of state, which have not been entered in NCIC, are reported to your office. All personnel assigned to these cases should be instructed to particularly re-evaluate their liaison with automobile auctions, car dealers, informants, police agencies, storage garages, et cetera, to make absolutely sure all stolen vehicles from out of state are being promptly referred to them and are being promptly reported to the Bureau as recoveries in line with current Bureau instructions.

In Fiscal 1971 there was a substantial drop in ITSMV convictions. The restrictive effect of the Departmental prosecutive guidelines places an added responsibility on your office to give prosecutable cases prompt, vigorous attention. Such cases should be immediately and thoroughly discussed with United States Attorneys and their prosecution closely followed and reported.

(Security Letters on attached pages)

9/21/71  
SAC LETTER 71-46

- 3 -

(D) PROTEST ACTIVITY AND CIVIL DISTURBANCES IN CONNECTION WITH AN APPEARANCE OF THE PRESIDENT - TROPUS -- SAC Letter 64-26, dated 5/19/64, instructed you to use the code word "TROPUS" in the caption of communications reporting on the travel of the President.

This code word as originally defined was to be used merely to route communications relating to travel activity of the President. With recent increased demonstrations and protest activity developing on the occasion of the travel of the President, the use of the code word "TROPUS" is being broadened to include communications reporting on demonstrations and protest activity relating to the appearance of the President. An appropriate caption should include the following phrase or one similar thereto: Demonstration in Connection with the Appearance of the President, (location) on (date), Sponsored by (name of major sponsoring group) - "TROPUS."

You are further reminded that teletypes using the above caption must be promptly submitted in a form suitable for dissemination without extensive editing.

9/21/71  
SAC LETTER 71-46

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(E) DISSEMINATION OF DATA ON CIVIL DISORDERS AFFECTING POSTAL OPERATIONS - The U. S. Postal Service has recently assumed the responsibility of providing security protection for Federal courtrooms housed in Postal buildings and for the upgrading of the general security of major Postal facilities throughout the country. Enforcement of security regulations on Postal property has been assigned to a newly formed protective organization called the U. S. Postal Service Security Force, a function of the Postal Inspection Service.

At the request of the Postal Service, the Bureau has agreed to provide the Postal Inspection Service, Washington, D. C., with intelligence information on civil disorders, demonstrations and activities of extremist and revolutionary-oriented organizations as they may affect Postal operations. In addition, Postal Inspection Service representatives at the local level are to be notified by FBI field offices of impending disruptive actions at Postal facilities in their areas.

In accordance with this, you are to be alert to the receipt of information concerning planned demonstrations or civil disorders at Postal facilities in your territories, particularly those having Federal courtrooms. Promptly furnish this and other information which could affect Postal operations to the local offices of the Postal Inspection Service.

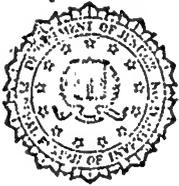
Very truly yours,

John Edgar Hoover

Director

9/21/71  
SAC LETTER 71-46

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PERSONAL ATTENTION

SAC LETTER 71-51

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

October 19, 1971

(A) VOUCHER MATTER - REVISION STANDARDIZED GOVERNMENT TRAVEL REGULATIONS -- There is enclosed a copy of revised Standardized Government Travel Regulations, Office of Management and Budget Circular Number A-7, dated August 17, 1971. The effective date for the implementation of these revised regulations for Bureau personnel will be November 1, 1971. An additional supply of Circular Number A-7 will be forwarded to you in the near future.

The majority of the revisions in the travel regulations are for clarification only. There are, however, major changes to (1) mode of transportation for official travel; (2) reimbursement for use of a personally owned automobile (POA); (3) calculation of per diem; and (4) amount of per diem. These changes are set forth below:

(1) Mode of transportation for official travel - Travel is to be performed by the most expeditious and economical mode. Therefore, generally travel will be by coach airline accommodations unless circumstances exist which would make this impractical or disadvantageous to the Government. This will prohibit travel by train or boat in most instances. Whenever travel is by automobile, train, boat, etc., the pertinent voucher claiming reimbursement must be supported by statement which clearly shows that the mode of transportation was necessary or to the advantage of the Bureau. Any excess costs resulting from personal desires to travel by a particular mode must be borne by the employee. This does not affect the use of Bureau cars on official business or prohibit the use of POA on transfers or otherwise if the best interest of the Bureau is being served.

(2) Reimbursement for use of a POA - Whenever a POA is used

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on official travel, other than that incidental to transfers the mileage rate allowed has been increased to \$.11 when it is determined that use of such POA is most advantageous to the Bureau. The \$.11 rate is also to be used when a POA is used in lieu of common carrier. However, the cost to the Government in this situation is limited to what the cost would have been had the most economical public transportation been used. Other existing Bureau regulations regarding the use of POA for official travel are not changed. It is pointed out that it has been determined that the mileage rates of \$.09 and \$.05 for the use of POA set forth in the attached regulations are not applicable to Bureau personnel. There has been no change in the POA rates on transfers.

(3) Calculation of Per Diem - Computation of per diem, when common carrier is used, has previously been computed on the basis of the arrival and departure time of the common carrier. The revised regulations provide that such computations will be based on the arrival and departure from home or office, whichever is pertinent. This corresponds to the present method of computing per diem where an automobile is used and makes uniform the computation of per diem regardless of the mode of travel. For travel performed by common carrier after November 1, 1971, it will be necessary to show on the reimbursement voucher the departure time from home or office, the scheduled departure time of the common carrier, and the distance in miles between the home or office and the common carrier terminal. On the return to point of assignment it will be necessary to show the arrival time of the common carrier, the arrival time at home or office, and the distance between the terminal or office.

(4) Amount of Per Diem - Revised regulations provide that for official travel within the continental United States where lodging is required per diem is to be fixed partly on the basis for the average cost for lodging plus a suitable allowance for meals and miscellaneous expenses. The rate for meals and miscellaneous expenses has been administratively set at \$12. The total amount of the average daily cost for lodging for the voucher period plus the \$12 rate for meals and miscellaneous expenses rounded off to the next whole dollar will be the employee's per diem rate for the period covered by the voucher provided such total does not exceed the maximum rate of \$25. If such total does exceed the \$25 rate

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then the \$25 rate will be applicable. In support of any claim for per diem where lodging is involved, it will be necessary that paid receipts for lodging be submitted with the appropriate reimbursement voucher.

~~In those instances where no lodging is required the per diem~~ will be computed at the rate of \$12 per day or \$3 per quarter-day. On transfers where spouse and/or children are traveling with the employee per diem will be computed for the employee on the basis of what the average "single" rate for the rooms for lodging would have been, plus the \$12 (not to exceed the \$25 limitation). In such instances it will be necessary for paid receipts for lodging to show the "single" rate. Rates for the spouse and other family members will be computed in accordance with present regulations, i. e., three-fourths of employee's rate for the spouse, etc.

The Office of Management and Budget advised on October 6, 1971, that as a result of the President's 90-day freeze on wages and prices, the increased mileage rate for use of POA as described in Item 2 and the procedure for calculation of per diem described in Item 3 above cannot be implemented at this time. This means that until the freeze is removed the mileage rate for use of a POA for official travel (other than incidental to a transfer) will remain at \$ .10 per mile and when travel is performed by common carrier per diem will continue to be computed on the basis of the arrival and departure time of the common carrier. You will be advised when authorization is received which will permit the implementation of these two items. Items 1 and 4 are not involved and will go into effect November 1, 1971.

These revised regulations should be immediately brought to the attention of all employees in your office who perform official travel. Manual changes will be forthcoming.

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SAC LETTER 71-51

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(B) FINES, SAVINGS AND RECOVERIES -- Fines, savings and recoveries during the first three months of the current fiscal year are 22% below the amount recorded during the same period of Fiscal Year 1971. Although automobiles recovered and Interstate Transportation of Stolen Property matters contribute substantially to recoveries, various civil cases account for the largest portion of savings and recoveries. The classifications of such civil cases are Federal Tort Claims Act, Admiralty Matters, Ascertain Financial Ability, Miscellaneous - Civil Suits, Court of Claims and Renegotiation Act. Investigations of these classifications of cases are requested by U. S. Attorneys and by the Civil Division of the Department of Justice.

Regular contact is maintained by the Bureau with the Civil Division concerning these matters and in order that the Bureau will meet its responsibilities in these matters, all offices are instructed to contact their respective U. S. Attorneys within two weeks and to maintain regular contact thereafter for the purpose of insuring that all civil matters within our investigative jurisdiction with potential savings and recoveries are referred for investigative attention and that such matters receive prompt and thorough investigative attention.

Each office is also instructed to advise the Bureau within three weeks as to the results of the initial contact with the U. S. Attorney and as to the total potential savings and recoveries each office expects to record by 12/31/71, as well as by 6/30/72. Those offices continuing to show a decrease in fines, savings and recoveries will be followed on a monthly basis to assure every effort is being made to improve that situation.

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(C) SPECIAL CLERK PROGRAM -- The grades in the Special Clerk Program range from grade GS 5 to GS 7 with grade GS 7 the full performance level. Upon the need to select an employee from outside the program to fill a vacancy in the program, the grade of the vacancy should be that which will give the one so selected a promotional opportunity after a 90-day trial assignment provided you certify to the sufficiency, variety, and complexity of work at the level involved. Of course, when an employee in grade GS 7 is selected to enter the program there will be a lateral reassignment contingent upon satisfactory completion of a 90-day trial.

(Security Letter on attached pages)

10-19-71  
SAC LETTER 71-51

(D) URBAN GUERRILLA WARFARE ACTIVITY -- It is incumbent on this Bureau to determine the extent of urban guerrilla terrorism in the U. S. and to identify New Left and extremist groups and individuals involved. Revolutionaries are engaging in: robberies indicative of urban guerrilla expropriation activity; thefts of weapons, especially military weapons; thefts of dynamite or other explosives appropriate for bomb manufacture; bombings against revolutionary-type targets; attacks on and ambushes of police; incendiary attacks against Government buildings, police facilities, colleges, corporations that are black extremist or New Left targets; and airplane hijackings. Examples of these actions in the U. S. last year can be found in the FBI Special Report, "1970: Year of the Urban Guerrilla," furnished each office. Whether Federal or local offenses are involved, this Bureau must assess the urban guerrilla internal security threat.

In connection with the occurrence of any of the above, or any incident that might appear to be urban guerrilla warfare-type action, a separate communication should be submitted wherein a complete assessment is made as to whether or not the incident was in any way involved with extremist matters or New Left activity. In instances where a Bureau violation is involved, one communication with a dual character to include "Extremist Matters--Possible Urban Guerrilla Activities" or "New Left Movement--Violence--Possible Urban Guerrilla Activities" should be used and extra copy submitted. If no Bureau violation is apparent, but indications of urban guerrilla activity are present, open a case to consider whether a preliminary inquiry should be conducted to determine if extremist or New Left elements are involved. Advise Bureau under descriptive caption and appropriate character, adding "Possible Urban Guerrilla Activity," of investigation contemplated.

In addition, informants and sources should be specifically targeted to determine whether any terrorist-type groups are operating within your division. To determine the extent of this activity in the U. S., each office is to submit an airtel summary, by the tenth of the month, of all incidents within the division for the previous month that appear to be urban guerrilla activity. Caption this summary "Possible Urban Guerrilla Activity, Research Matter."

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SAC LETTER 71-51

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SAC Letter 70-18, dated 4/7/70, item (c) captioned "New Left and Black Extremist Terrorism--Bombing Matters," is still to be followed except the captions used in paragraph four should conform with those used above.

Insure that there is a close coordination with local police and ~~between Special Agents working criminal and extremist matters~~ so that all indications of urban guerrilla terrorism are developed, reported, and investigated. The Bureau must take the initiative in preventing the rise in any Tupamaro-type guerrilla bands seeking to impose a reign of urban terror in this country.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)

10-19-71

SAC LETTER 71-51

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In Reply, Please Refer to  
File No.

PERSONAL  
NO NUMBER SAC LETTER 71-B  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 8, 1971

RE: TECHNICAL COORDINATOR

With the recent intensification in investigations utilizing provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, there has been a marked increase from the field for requests for Title III installations. Each of these requests requires technical support equipment. In order to meet our commitments in these matters and to facilitate the efficient use of essential equipment, the following instructions are set forth:

1. Each Special Agent in Charge should designate one sound-trained Agent as Technical Coordinator and should notify the Bureau, attention Radio Engineering Section, FBI Laboratory, when this has been done.

2. The Technical Coordinator will have prime responsibility for requesting technical equipment and supplies from the Bureau according to the needs of your office. In this regard, field supervisory personnel should insure that the Technical Coordinator is made aware of all proposed applications for Title III installations as soon as they come under consideration. In this way, the Technical Coordinator, or someone acting for him, will have ample time to plan the installation intelligently, to seek technical advice from the Laboratory, if necessary, and to request equipment for the job.

3. At the conclusion of each Title III installation, you should advise the Bureau, attention Radio Engineering Section, of this fact. This communication should clearly state the number of lines which were involved and should itemize the specific equipment used, by serial number. There should follow a statement to the effect that the equipment is or is not available for transfer to another office. It is assumed that any equipment available for transfer will be in good working order. Any equipment which is not in good order should be repaired or returned to the Laboratory promptly for repair. Your office may exempt certain

11/8/71

NO NUMBER SAC LETTER 71-B

equipment from being available for transfer only if there is an immediate need for its reuse. Your letter should be specific in those instances where authority for the retention of equipment is being sought.

4. Within 15 days after receipt of this letter, your Technical Coordinator should furnish the Bureau, attention Radio Engineering Section of the Laboratory, an itemized list of technical equipment (of the type used in connection with Title III interceptions) which is not presently being used and state whether the equipment is available for reassignment.

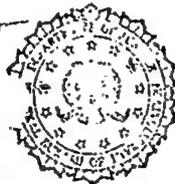
Very truly yours,

John Edgar Hoover

Director

11/8/71

NO NUMBER SAC LETTER 71-B - 2 -



PERSONAL ATTENTION  
SAC LETTER 71-61

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

December 28, 1971

In Reply, Please Refer to  
File No.

(A) AGREEMENT BETWEEN THE FEDERAL BUREAU OF INVESTIGATION AND THE UNITED STATES SECRET SERVICE CONCERNING PROTECTIVE RESPONSIBILITIES -- Reference is made to SAC Letter 65-10, dated March 9, 1965, which forwarded a copy of the "Agreement Between the Federal Bureau of Investigation and the Secret Service Concerning Presidential Protection," dated February 3, 1965. This agreement is reviewed annually by both agencies. It was last revised July 27, 1966, to incorporate FBI responsibilities under the Presidential Assassination Statute (Title 18, Section 1751, United States Code).

Secret Service has now prepared a complete revision of the agreement because of that agency's much broader protective responsibilities which now include not only protection of the President but also protection of certain other persons including visiting heads of state and protection of certain foreign diplomatic establishments. The new agreement entitled "Agreement Between the Federal Bureau of Investigation and the United States Secret Service Concerning Protective Responsibilities," dated November 26, 1971, has been signed by the Director of the FBI and the United States Secret Service. It supersedes all prior agreements. A copy of the new agreement is attached for your review. You will note that the basic changes in the agreement pertain to Secret Service's enlarged protective responsibilities and to a description of the types of information Secret Service desires to receive from the Bureau to assist it in fulfilling its responsibilities. The new agreement also includes a reference to the provision in Public Law 90-331 wherein the Secret Service may request that FBI Agents be detailed to Secret Service in order to augment the capacity of Secret Service to perform its protective duties. In accordance with our established procedures, the new agreement states that Secret Service should direct any requests for such assistance to the Director of the FBI at Headquarters level.

The new agreement should be carefully reviewed by all supervisory and investigative personnel. Appropriate Manual and Handbook changes are being prepared, and FD-376 is being revised.

12-28-71  
SAC LETTER 71-61

(B) SECURITY AND EXTREMIST INFORMANTS -- SAC Letter 71-19 (C) dated 5/4/71 and airtel to SAC, Albany, copy sent to all divisions dated 6/30/71, both captioned "Informant Designations - Security of Resident Agencies," instructed, among other things, that when it is necessary to set out the identity of an informant or source or any background information such as address, etc., which would in itself tend to compromise the informant or source such information must be sent by secure teletype (usually a nitel).

As a result of reviews recently completed at the Seat of Government, it was determined that some teletypes were excessive in length containing unnecessary verbiage not in keeping with teletype language. You are to insure that these communications are brief and concise. These instructions should again be called to the attention of all Special Agents in your office handling security and extremist informants and sources. This matter will continue to receive careful consideration at the Seat of Government.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)

12/28/71

SAC LETTER 71-61

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ENCLOSURE  
SHCL 71-61 (A)  
November 26, 1971

AGREEMENT BETWEEN THE  
FEDERAL BUREAU OF INVESTIGATION  
AND THE UNITED STATES SECRET SERVICE  
CONCERNING PROTECTIVE RESPONSIBILITIES

I. Purpose of Agreement

The Federal Bureau of Investigation (FBI) maintains the most comprehensive files in the United States on subversive organizations and individuals, and on actual, alleged, possible, or potential criminal violations by individuals. The FBI originates, and receives from other sources, large numbers of reports on individuals and organizations. One purpose of this agreement is to define that portion of the information on file with, or received or originated by, the FBI, which the United States Secret Service (USSS) desires to receive in connection with its protective responsibilities.

The USSS has statutory authority to protect, or to engage in certain activities to protect, the President and certain other persons.

(Certain other persons, as used in this agreement, refers to those persons protected by the Secret Service under Title 18, U. S. Code, Section 3056, and Public Law 90-331). The authority of the USSS to protect the President can be interpreted to authorize it to investigate

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Group 1

Excluded from automatic  
downgrading and  
declassification

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subversive organizations and individuals who might constitute a threat to the President. The FBI has statutory authority to investigate assault, killing or kidnapping and attempts or conspiracies to kill or kidnap the President or other designated individuals.

The FBI also has general jurisdiction in this country over subversion against the United States and will make available to the USSS information it may request or information which by its nature reveals a definite or possible threat to the President's safety.

A second purpose of this agreement is to insure the most effective protection for the President by establishing a clear division of responsibility between the duties of the FBI and the USSS. Such division will also avoid compromises of investigations or sources and needless duplication of effort.

II. General Responsibilities

The USSS is charged by Title 18, U. S. Code, Section 3056, with the responsibility of protecting the person of the President of the United States, the members of his immediate family, the President-elect, the Vice President or other officer next in the order

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of succession to the office of President, and the Vice President-elect; protecting the person of a former President and his wife during his lifetime and the person of a widow of a former President until her death or remarriage, and minor children of a former President, until they reach 16 years of age, unless such protection is declined; protecting persons who are determined from time to time by the Secretary of the Treasury, after consultation with the Advisory Committee, as being major Presidential and Vice Presidential candidates who should receive such protection (unless the candidate has declined such protection); protecting the person of a visiting head of a foreign state or foreign government and, at the direction of the President, other distinguished foreign visitors to the United States and official representatives of the United States performing special missions abroad (unless such persons decline protection).

The Executive Protective Service (formerly the White House Police), under the direction of the Director, USSS, is charged by Title 3, U. S. Code, Sections 202-208, with protection of the Executive Mansion and grounds in the District of Columbia; any building in which Presidential offices are located; foreign diplomatic missions located

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in the metropolitan area of the District of Columbia; and foreign diplomatic missions located in such other areas in the United States, its territories and possessions, as the President, on a case-by-case basis, may direct.

The FBI is charged under Title 18, U. S. Code, Section 1751, with investigative jurisdiction of the assault, killing or kidnapping, and attempts or conspiracies to assault, kill or kidnap the President of the United States and other designated individuals.

The FBI has investigative jurisdiction of violations of a wide range of the laws of the United States including primary jurisdiction in this country concerning sabotage and subversion against the United States.

III. Exchange of Information and Coordination of Responsibilities

The USSS undertakes to identify individuals or groups who, because of their propensities or characteristics, may be dangerous to the President of the United States, and certain other persons. To assist the USSS in identifying such individuals and groups the FBI agrees to furnish to the USSS, information (other than public

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source information or information originating with other U. S. agencies) from its files or which may come to its attention which by its nature reveals a danger or possible danger to the President

and certain other persons, or which can be construed as falling within the categories of information desired by the USSS as set forth in Section IV of this agreement.

The FBI will inform the USSS of the identity of individuals or organizations who come to the attention of the FBI as knowingly and willingly advocating, abetting, advising, or teaching the duty, necessity, or propriety of overthrowing or destroying the government of the United States, or the government of any state, territory, or possession, or political subdivision therein, by force or violence, or by the assassination of any officer of any such government. The FBI will furnish the USSS with reports on such individuals or organizations as requested. During investigation by the FBI of such individuals or organizations, the FBI will be alert and promptly notify the USSS of any information indicating a possible plot against the person of the President and/or certain other persons.

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The USSS agrees that it will conduct no investigation of individuals or groups identified or suspected of being subversive without notifying the FBI. However, when time for consultation is not available, and an indication of immediate danger exists, the USSS may take such action as is necessary with respect to carrying out its protective responsibilities. Any information obtained by the USSS during such action will be furnished to the FBI as expeditiously as possible.

The FBI will not conduct investigation of individuals or groups solely for the purpose of establishing whether they constitute a threat to the safety of the President and/or certain other persons unless there is an indication of violation of Title 18, U. S. Code, Section 1751, or other statute over which the FBI has jurisdiction.

It will be the responsibility of the FBI to advise the USSS when investigation is being initiated under Section 1751 and thereafter to furnish the USSS with copies of the FBI investigative reports as they are received. It will be the responsibility of the USSS to furnish the FBI any information in its possession or which may come to its

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attention which reasonably indicates that a violation of Title 18, Section 1751, has been or is being committed.

The USSS also agrees to furnish the FBI any information in its possession or which may come to its attention indicating a violation of any other statutes over which the FBI has investigative jurisdiction.

IV. Information to be Furnished to the United States Secret Service by the Federal Bureau of Investigation

A. When an individual or group is referred to the USSS, the following information will be furnished to the extent available:

Individual - Identification data including name or names, address, photograph (or statement as to availability of such), physical description, date and place of birth, employment, and marital status.

Organization - Name or names, address or addresses, officers, size, purpose or goals of organization, source of financial support, background data and such other relevant information as may be available.

Reason for Referral - Statement of the class or classes of Section IV, which the individual or organization referred fits.

Information in FBI Files - A summary or excerpts as appropriate, of such portions of any FBI file on an individual referred which cause him to fit any class or classes in Section IV (B).

FBI Identification Records - The USSS will make specific requests in each instance where a check of the FBI identification records is desired.

B. Types of information to be referred:

1. Information concerning attempts, threats, or conspiracies to injure, kill, or kidnap persons protected by the USSS or other U. S. or foreign officials.

2. Information concerning attempts or threats to redress a grievance against any public official by other than legal means, or attempts personally to contact such officials for that purpose.

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3. Information concerning threatening, irrational, or abusive written or oral statements about U. S. Government or foreign officials.

4. Information concerning civil disturbances, anti-U. S. demonstrations or incidents or demonstrations against foreign diplomatic establishments.

5. Information concerning illegal bombing or bomb-making; concealment of caches of firearms, explosives, or other implements of war; or other terrorist activity.

6. Information concerning persons who defect or indicate a desire to defect from the United States and who demonstrate one or more of the following characteristics:

- a. Irrational or suicidal behavior or other emotional instability.
- b. Strong or violent anti-U. S. sentiment.
- c. A propensity toward violence.

7. Information concerning persons who may be considered potentially dangerous to individuals protected by the USSS because of

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their background or activities, including evidence of emotional instability or participation in groups engaging in activities inimical to the United States.

V. Provision of Federal Bureau of Investigation Personnel to Protect the President and Other Protected Persons

The USSS may, in accordance with Public Law 90-331, request that FBI Agents be detailed to the USSS in order to augment the capacity of the USSS to perform its protective duties. Such requests should be directed to the Director of the FBI at Headquarters level.

FBI Agents detailed to the USSS come under the direction and exclusive operational control of the Director of the USSS for the period of their assignment. The FBI Agents so detailed may perform an armed, technical, or other protective function. Any person detailed to perform an armed protective function shall be qualified in the use of firearms in accordance with standards established by the Director of the USSS or the Director of the FBI, and may be authorized by the Director of the USSS to carry firearms.

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VI. Implementation of Agreement

In order to effect the best possible security of the

President and certain other persons and places whose protection is the responsibility of the USSS, the FBI and the USSS will construe the terms of this agreement liberally and will take such steps as are necessary to insure the prompt exchange and coordination of information.

This agreement shall be reviewed annually by representatives of the FBI and the USSS, or at such other times as the FBI or the USSS may request, to insure that the agreement is both practical and productive. Revisions may be made on the authority of the Director of the FBI and the Director of the USSS.

The agreement supersedes all prior agreements between the FBI and the USSS.

December 6, 1971  
Date

BY J. Edgar Hoover  
Director  
Federal Bureau of Investigation

Nov. 26, 1971  
Date

BY James J. Foley  
Director  
United States Secret Service



**PERSONAL ATTENTION**  
**SAC LETTER 70-4**

**UNITED STATES DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF INVESTIGATION**

**WASHINGTON, D.C. 20535**

**January 27, 1970**

*In Reply, Please Refer to  
File No.*

**(A) MINUTEMEN - INVESTIGATIONS - ADMINISTRATIVE HANDLING AND INFORMANTS - RACIAL MATTERS --** For your information, investigations involving the Minutemen organization and individuals affiliated with the Minutemen are now supervised in the Racial Intelligence Section of the Domestic Intelligence Division. Effective immediately communications regarding the Minutemen organization and affiliated individuals should carry the character Racial Matters - Minutemen.

The investigations, administrative handling of cases and reporting of Minutemen matters should be in accordance with instructions set forth in the Manual of Instructions, Section 122A, pertaining to investigations of Klan and white hate-type organizations and affiliated individuals. All new cases pertaining to Minutemen should be opened under the 157 classification and pending Minutemen files should be converted to the 157 classification.

Informants who are primarily furnishing information concerning Minutemen activities, previously designated as Security Informants, should be converted to Racial Informants and Potential Security Informants furnishing this type information should be converted to Probationary Racial Informants. The operation of these informants, communications and administrative handling should be in accordance with instructions set forth in the Manual of Instructions, Section 130, pertaining to Racial Informants. All new informant files pertaining to Minutemen should be opened under the 170 classification and all pending informant files in this category should be converted to the 170 classification.

**Very truly yours,**

**John Edgar Hoover**

**Director**



PERSONAL ATTENTION  
SAC LETTER 70-6  
UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

February 3, 1970

(A) SPEECH MATTERS -- I was pleased to note that a new high of 14,430 public appearance commitments (including speeches, radio and television appearances, and career day functions) were handled in the field during the 1969 calendar year. Additionally encouraging was the continued strong leadership afforded this vital public relations program by Special Agents in Charge. The increased utilization of television and radio facilities was likewise gratifying, and further intensification in these areas is strongly encouraged. The availability of filmed featurettes on the FBI Laboratory should be borne in mind, as they are particularly effective for television use. By enthusiastically reaching key segments of the population throughout the country the Bureau's responsibilities and accomplishments can be kept before the public and the cooperation of responsible citizens encouraged. Continued caution must be exercised to avoid involvement in local controversies or situations capable of generating unwarranted criticism of the Bureau. Suggestions for improved achievements in the field of public appearances are welcome and encouraged at all times.

2/3/70  
SAC LETTER 70-6

(B) ARRESTS; SEARCHES AND SEIZURES -- Legal Instructors working on problems of probable cause and how to describe it on the witness stand or in a complaint or affidavit will find valuable assistance in the following listed decisions:

Edmondson v. U. S., 402 F.2d 809 (1968); Gallagher v. U. S., 406 F.2d 102 (1969), cert. den. 395 U. S. 968; U. S. v. Rich, 407 F.2d 934 (1969), cert. den. 395 U. S. 922; U. S. v. Durham, 409 F.2d 1170 (1969); U. S. v. Teller, 412 F.2d 374 (1969); U. S. v. Nolan, 413 F. 2d 850 (1969); U. S. v. Aldrete, 414 F.2d 238 (1969); James v. U. S., 416 F.2d 467 (1969); Brooks v. U. S., 416 F.2d 1044 (1969); U. S. v. Mazzella, 295 F. Supp. 1033 (1969); and U. S. v. Averell, 296 F. Supp. 1004 (1969).

Except for Aldrete and Teller all of these cases were investigated by this Bureau.

(C) BUREAU AUTOMOBILE (BUCAR) - ACCIDENT MATTERS -- SAC Letter 69-62 of October 21, 1969, informed you that there were 12 more Bucar accidents during fiscal year 1969 than during fiscal year 1968. During the first six months of fiscal year 1970, there were 30 more Bucar accidents than during the comparable period in fiscal year 1969. Such an increase represents an alarming trend even though it is realized that Bureau employees were not responsible for most of them. The fact remains accidents were wasteful in terms of investigative and administrative time.

You must constantly stress to employees the human and financial costs resulting from accidents and that safe operation of vehicles should be foremost in the use of our automotive fleet. In considering the rapidly growing volume of traffic on our roads, the importance of defensive driving needs increased emphasis. Effective use of safety posters furnished by the Bureau, discussions at conferences, continued training of new Agents and use of any available safe-driving films should be included in this regard.

As in the past, the office policy to use snow tires or chains rests with the SAC because of the variations in prevailing weather conditions. There has been a rash of accidents during recent months when snow or ice conditions were a factor. If snow tires or chains are not being utilized under such circumstances, your analysis of the accident must include your observations whether their use might have prevented the accident together with any indicated explanations and recommendations for administrative action.

In forwarding investigative reports, any photographs obtained should be transmitted to the Bureau in duplicate, and you should insure that reports and Form SF-91 (Operator's Report of Motor Vehicle Accidents) contain no administrative information. Specifically, "official business" should be used in lieu of any data which might identify the employee's mission. Such administrative data should be set out only in the cover pages of the report. Moreover, in forwarding Form SF-95 (Claim for Damage or Injury) and any supporting documents, insure that Form SF-95 is submitted in quadruplicate and that any supporting documents are submitted in triplicate.

In this regard, all employees should be reminded that when a claim is made, employees should make no admissions of responsibility

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SAC LETTER 70-6

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and should not enter into negotiations or discussions but should merely furnish the Form SF-95 so the requisite administrative claim may be made. Claims should definitely not be solicited.

While manual provisions obviate the necessity for investigations of Bucar accidents involving no personal injury or property damage in excess of \$25, such accidents must nevertheless be promptly reported in accordance with manual instructions. You will be held personally accountable for insuring that the accident is promptly investigated in every instance where circumstances indicate the desirability of such action. Particular care should be exercised to make certain the extent of property damage has been accurately estimated.

(Security Letters on attached pages)

2/3/70  
SAC LETTER 70-6

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(D) VISIT OF BRITISH ROYAL FAMILY TO CANADA JULY 5-15, 1970 --  
The Royal Canadian Mounted Police (RCMP) have advised that Her Majesty Queen Elizabeth II and Their Royal Highnesses The Duke of Edinburgh, The Prince of Wales, and The Princess Anne plan to visit Canada during the indicated period in conjunction with centennial activities in the Northwest Territories and Manitoba. RCMP ask that they be promptly informed of any individuals coming to the Bureau's attention who might cause harm or embarrassment to the royal visitors and who contemplate travel to Canada during the pertinent period.

You should, accordingly, be alert to any information of the nature requested, particularly with respect to French separatists or Irish dissidents, and should furnish to the Bureau any such data received in a form suitable for dissemination by Legat, Ottawa, to RCMP. Information received during the visit or so soon beforehand as to obviate the possibility of timely dissemination should be furnished the Bureau by telephone or teletype and, in the case of Canadian border offices, should be furnished at the same time to adjoining RCMP detachments.

2/3/70

SAC LETTER 70-6

(E) POSSIBLE VIOLENCE BY BLACK PANTHER PARTY DIRECTED AGAINST BUREAU PERSONNEL AND FACILITIES - RACIAL MATTERS --  
As the Bureau's exhaustive investigations of the violence-prone Black Panther Party and its personnel continue and its leadership becomes aware of our continuing efforts in combating their terroristic and illegal activities, it has become apparent the Black Panther Party has adopted a more fervently violent attitude with regard to the Bureau as an investigative agency and, more specifically, with respect to our investigative personnel.

In view of the above and since the Black Panther Party has a lengthy history of violent activities directed against law enforcement officers, it is obvious our investigative personnel should constantly be alert to the possibility of acts of violence being directed against them and/or our field offices and other operational facilities. It should therefore follow that all investigative personnel be alert to the need for exercising caution and good judgment, as well as thoroughness, in their day-to-day investigations of this group and of the need for taking immediate and aggressive action on development of such information.

2/3/70

SAC LETTER 70-6

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(F) CHARACTERIZATIONS OF RACIAL AND MILITANT BLACK ORGANIZATIONS - NATION OF ISLAM -- Under existing instructions, auxiliary offices conducting continuing investigation of Nation of Islam (NOI) affiliate branches are required to submit to the Bureau by June 1 of each year characterizations of the branches. Such action regarding NOI-branches is no longer necessary.

Headquartered in Chicago, Illinois, the NOI exercises complete and continuing control of its affiliate branches which are referred to as Muhammad's Mosques or Temples. Teachings of branch officials are consistent with those of NOI leader Elijah Muhammad and his top echelon; publication and distribution of its official newspaper to the various branches are handled at the Chicago headquarters and money is forwarded on a regular basis by the various branches to Chicago. Data of this nature showing the close affiliation with the parent organization is consistently set forth in reports and letterhead memoranda prepared by offices responsible for branches and branch members.

The following up-to-date characterization of the national organization of the NOI should be utilized in future communications prepared for dissemination and requiring inclusion of the NOI characterization. The use of a characterization of a NOI affiliate branch in conjunction with the national organization characterization is no longer necessary. Appropriate manual and handbook revisions will be forthcoming.

#### NATION OF ISLAM

A source advised on January 12, 1970, the Nation of Islam (NOI), an organization for members of the black race only, had its origin in Detroit, Michigan, in the early 1930's. Headquarters is Muhammad's Temple Number 2, 5335 South Greenwood Avenue, Chicago, Illinois, which affords direction to numerous affiliate branches, commonly referred to as Muhammad's Temples or Mosques, located throughout the United States. The leader is Elijah Muhammad, self-styled "Messenger of Allah" and the only divinely appointed leader of the black race in the United States, who controls all policies and programs.

Muhammad's teachings stress Allah (God) selected him to lead the so-called Negro out of slavery in North America through establishment of an independent black nation in the United States; the

2/3/70

SAC LETTER 70-6

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white man is the "devil" and open enemy of the black man; black and white races must be separated; the white man, his Government and religion will be destroyed by Allah through the forces of nature in the "War of Armageddon," a war between Allah and the "devil." Muhammad's teachings are spread through weekly radio broadcasts throughout the United States and through "Muhammad Speaks," the official NOI organ which is published weekly in Chicago and distributed to affiliate Mosques for use in weekly sermons and for distribution to the public.

Muhammad and other NOI members have refused to comply with Selective Service Laws stating that they respect laws of the United States provided they do not conflict with NOI laws. They do not believe the Government should force them to participate in wars when they have nothing to gain.

Source:

IDENTITY OF SOURCE DELETED

Very truly yours,

John Edgar Hoover

Director

2/3/70

SAC LETTER 70-6

6-



PERSONAL ATTENTION

SAC LETTER 70-9

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

February 17, 1970

*In Reply, Please Refer to  
File No.*

(A) ARRESTS -- In a recent situation a Selective Service subject was taken into custody in Federal Court. The Judge initially was critical of this action before being advised of certain extenuating circumstances.

In the absence of specific instructions from the Judge, efforts to take subjects into custody in a courtroom are to be avoided.

(Security Letter on attached page)

(B) STUDENTS FOR A DEMOCRATIC SOCIETY (WEATHERMAN)  
INTERNAL SECURITY - STUDENTS FOR A DEMOCRATIC SOCIETY --  
Mark Rudd, leader of the violent militant Weatherman faction of the Students for a Democratic Society (SDS), at a recent closed conference of Weatherman members in Cleveland made a statement that the current plans of the group are to go underground and to direct "strategic sabotage," not so much at Federal buildings, but at military and police installations. This sabotage is to be implemented by the use of bombs, assassinations and direct confrontation with the police. No specific targets were mentioned by Rudd.

Field offices and their resident agencies can be considered as police installations and appropriate personnel should be advised of this threat and that the FBI could also be the target of this group. Furthermore, appropriate contacts at local police agencies should be advised of Rudd's statements so that they are aware of possible violence directed against them.

The field has been instructed on a number of occasions to vigorously investigate the Weatherman group and to develop informant coverage in all known Weatherman collectives. Rudd and other Weatherman leaders have previously made similar statements; however, because of their impending underground status it is imperative that penetrative action is taken in these investigations so that the Bureau, military and police are aware in advance of any violent plans for terroristic actions directed against them.

Very truly yours,

John Edgar Hoover

Director

2/17/70  
SAC LETTER 70-9

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 3, 1970

In Reply, Please Refer to  
File No.

(A) SATI - SPECIAL ACCIDENT AND TRAVEL INSURANCE -- A supply of revised brochures and applications for enrollment in SATI are being furnished under separate cover together with a list of all employees assigned to your office. Brochure outlines the new Long Term Disability Benefit Plan and our established Death, Dismemberment and Permanent Total Disability and Accident Medical Reimbursement plans. The first, which provides total income protection, is not available elsewhere in the Government. SATI has been designed to supplement your existing hospital and insurance coverage and does not duplicate existing programs or benefits.

The enrollment period, commencing immediately, ends on March 31, 1970. Employees who elect to enroll prior to March 1, 1970, will be covered effective that date. Employees enrolling after that date will have coverage effective upon execution of form and submission to Health Benefits Officer. Thereafter, employees who elected not to enroll in the Long Term Disability Benefit Plan during this initial enrollment period must provide medical evidence of insurability prior to a later enrollment. New employees entering on duty must execute SATI form within 31 days indicating acceptance or rejection of Long Term Disability Benefit Plan.

Enrollment in our established Death, Dismemberment and Permanent Total Disability and Accident Medical Reimbursement plans will continue, as in the past, to be allowed at any time without medical evidence of insurability.

Accordingly, each Health Benefits Officer should insure that each employee presently on the rolls executes this form by March 31, 1970, indicating whether employee elects to enroll or not to enroll in the Long Term Disability Plan. All forms should then be forwarded to Bureau marked for attention of Administrative Division. Forms should be returned in alphabetical order in two groups indicating those employees who elected to enroll in Long Term Disability Plan and those who declined. The list of employees furnished your office should also be returned, marked to indicate those employees who enrolled and those who declined. Thereafter as each new employee enters on duty, he should execute the form and it should be returned to the Bureau together with employee's EOD papers.

Each enrollment form, where employee has elected to enroll, should be accompanied by a deposit premium (check or money order) for one month's premium. Upon receipt of enrollment form, a SATI Premium Book containing a coupon for each monthly premium payment will be forwarded enrollee by Wright and Company, SATI Administrator. Thereafter on the first of each month, monthly coupon (or coupons if it is desired to pay more than one month) should be mailed along with premium payment.

Employees presently covered under SATI must file a new enrollment form to continue their coverage. One may enroll for the same or additional coverage and the SATI protection will continue without a lapse in coverage.

Employees should note that this new Long Term Disability coverage has outstanding features. Plan guarantees total income protection in the event of disability commencing with the first day of hospitalization, whether from accident or illness, and continuing through lifetime of employee. The benefits received are in addition to any annual or sick leave benefits or other insurance held.

The Civil Service Commission has advised that it is not possible to deduct premiums for the above plan through payroll deduction since the plan is unique to the FBI and not a Government-wide program.

3/3/70

SAC LETTER 70-11

(B) FBI NATIONAL ACADEMY, 86TH SESSION -- By April 1, 1970, you should submit to the Bureau, Attention: Training Division, the names of candidates from your territory whom you desire to recommend to attend the 86th Session of the FBI National Academy, which convenes August 10, 1970, and will graduate October 28, 1970. A specific statement must be made concerning the review of your field office indices on the applicants and their law enforcement agencies in the letter listing your candidates.

Alternate candidates who were investigated for the 85th Session of the National Academy and not invited to attend that session in view of lack of space will be considered the principal candidates for the 86th Session of the National Academy from the field offices covering their law enforcement agencies.

3/3/70

SAC LETTER 70-11

- 2 -

All candidates nominated for the 86th Session must have been interviewed by the current Special Agent in Charge. If such has not been done, appropriate interview form should be submitted along with your recommendations. It is expected that only outstanding candidates who have a potential in the training or administrative fields will be nominated. Since the Bureau now pays travel and subsistence allowances to attendees, those offices covering more than one state should, where feasible, nominate a candidate from each of those states.

3/3/70

SAC LETTER 70-11

(C) "FBI" PICTURE BOOK BY C. B. COLBY -- In 1954, C. B. Colby wrote a highly interesting and attractive picture book entitled "F.B.I." At the request of his publisher--and with the Bureau's cooperation--Mr. Colby undertook a complete revision of this book last year. The new version of the "FBI" picture book has just been published by Coward-McCann, Incorporated, and will soon be available at book stores and other commercial outlets at a cost of \$3.29.

The FBI Recreation Association has arranged to sell the newly revised book to FBI employees for a special discount price of \$2.60. Orders should be submitted by routing slip and marked: "Attention, Crime Research Section." All orders should be accompanied by a check payable to the FBI Recreation Association. In order to facilitate the handling of orders, one employee in each Field Office or section at the Seat of Government should be designated to coordinate at least the initial order for these books.

All books mailed will be addressed to the SAC, but should be distributed in the various offices by the employees designated to handle the book orders. The Bureau should be notified if books ordered are not received within a few weeks so they can be traced through the mails.

3/3/70

SAC LETTER 70-11

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(D) CIVIL RIGHTS - IDENTIFICATION OF SOURCE OF COMPLAINT IN CIVIL RIGHTS CASES -- In connection with notification to the head of the agency whose personnel is involved in a Civil Rights allegation or in conducting interviews with subjects and others in Civil Rights cases, you should not identify the source of the complaint. If necessary to effect identification of the officers or the incident involved, it is sufficient to state to the effect that a Civil Rights investigation is being conducted of an allegation that the victim (identifying him by name) was beaten by officers on or about (date of the incident).

(Security Letter on attached page)

3/3/70  
SAC LETTER 70-11

- 4 -

(E) NEW LEFT MOVEMENT GROUPS -- By SAC Letter 67-24, dated May 2, 1967, captioned "Investigation of Student Groups on College Campuses," you were instructed to submit a quarterly letter listing identities of such groups under investigation, coverage afforded each group, and plans and programs of the office to develop necessary coverage.

The current posture of the New Left movement includes off-campus, extremely radical communes which advocate terroristic tactics, including sabotage against police and military installations and assassinations, to attain political objectives. Informant penetration of such groups is absolutely essential to develop advance knowledge of such plans so that appropriate preventative or corrective measures may be taken and the conspirators prosecuted. Successful prosecution, local or Federal, remains the best deterrent to such illegal activity.

In order to facilitate supervision of these matters at Seat of Government and streamline paperwork, discontinue submission of quarterly letter and hereafter show in cover pages of New Left quarterly report, now being submitted, a breakdown of all New Left groups by chapter, commune, collective, or other such group with informant coverage afforded each.

Very truly yours,

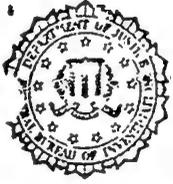
John Edgar Hoover

Director

3/3/70

SAC LETTER 70-11

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PERSONAL ATTENTION  
SAC LETTER 70-13

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

March, 17, 1970

(A) POSITION CLASSIFICATION MATTERS - STANDARDIZED-TYPE DESCRIPTION FOR SUPPLY DUTIES GS 3 IN BUREAU FIELD OFFICES Refer to SAC Letters 60-21 (A) and 61-22 (A) dated April 19, 1960, and April 18, 1961, respectively, transmitting descriptions covering standardized-type clerical operations in Bureau field offices, particularly description for SUPPLY DUTIES.

Standardized-type description for SUPPLY DUTIES has been revised to bring write-up in line with new Civil Service Commission evaluation standards for Supply Clerical and Technician Series GS 2005. Duties and responsibilities described warrant grade GS 3 which is now shown in the description title. This standardized-type description supersedes and is to be substituted for standardized-type description formerly titled SUPPLY DUTIES. The enclosed description is to be used and maintained in accordance with instructions in referenced SAC Letter 60-21 (A) and Chapters 5 and 12 of the Position Classification Manual.

3/17/70.

SAC LETTER 70-13

(B) BOND DEFAULT MATTERS -- Reference is made to SAC Letter Number 67-28 dated May 23, 1967, which pointed out the prosecutive potential inherent in bond default cases. This is illustrated by the accomplishments of a border office which has been credited with one third of the convictions in the bond default classification thus far in the current fiscal year.

Most of the cases handled by this border office involve persons charged with smuggling narcotics into the United States and when they failed to appear in the United States District Court for trial, bond default warrants were obtained by the United States Attorney and the Bureau's assistance requested to apprehend these individuals. Upon apprehension these bond defaulters were prosecuted for violation of the Bond Default Statute and convictions were obtained with a minimum of difficulty.

Make certain your office is fully conversant with bond default matters and has established effective liaison with the United States Attorney's Office in this regard.

(C) TECHNICAL MATTERS -- All offices are reminded of prior instructions which state that correspondence involving technical matters is to be coordinated on a local basis with technically trained employees. The sound-trained Agent and, in some instances, the senior Radio Maintenance Technician (RMT), because of their specialized knowledge and experience and ready-access-to-technical reference material, may be able to supply desired information on the application, availability, and operation of technical equipment, as well as the utilization of related investigative techniques. Only through close coordination between supervisory, investigative, and technical personnel can you obtain the most efficient use of technical personnel and equipment.

Any technical problems which arise in your office should be resolved, if possible, by coordination with your sound-trained Agent or other technical personnel. In addition, you should insure that all correspondence pertaining to technical matters has been reviewed by the appropriate sound-trained or technical personnel prior to being approved by you or other supervisors acting for you.

FBI Laboratory personnel are, of course, available at all times for consultation on your technical problems. They are also available for active, on-site participation where the circumstances warrant such action.

3/17/70  
SAC LETTER 70-13

- 2 -

(D) SELECTIVE SERVICE MATTERS - POSSIBLE DESTRUCTION OF SELECTIVE SERVICE RECORDS -- Destructive acts have been committed at Selective Service boards throughout the country, principally in the form of breaking and entering during nighttime hours followed by the mutilation of draft records and damage to property.

The majority of these acts have been the result of anti-Vietnam and related antidraft activities. Oftentimes, public credit for the acts is claimed on behalf of individuals or, more frequently, in the name of a group, such as "Beaver 55" or "Boston 8."

Statements claiming credit do not, of course, of themselves provide proof that such persons or groups were responsible. Concerted efforts must be made to obtain information from informants and other sources to identify the persons actually responsible for the planning and carrying out of such acts.

It is likely that individuals involved have connections with groups in other cities; therefore, it is most important that photographs of suspects and subjects be interchanged between offices.

The fact that individuals who have been identified with such activities often reside out of the state makes it particularly important that informant coverage is properly coordinated by the offices to assist in the identification of the subjects in each instance. It is also essential that thorough investigation be conducted at the scene and that the physical evidence obtained, including latent fingerprints, be promptly forwarded to the Bureau for appropriate examination.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)

3/17/70

SAC LETTER 70-13

3 -

### SUPPLY DUTIES GS 3

Performs a variety of detailed tasks involving procedural processing of supply actions by applying numerous oral and written instructions and established procedures directly applicable to the work and a few substantive rules requiring some choice and discretion.

Receives a wide variety of expendable office supplies, forms, publications, and some specialized items and a variety of nonexpendable property and equipment such as office furniture and machines. Checks items for proper quantity, description, and condition and calls overages, shortages, and damaged property to supervisor's attention. Signs bills of lading and shipping statements to acknowledge receipt of shipments as necessary. Delivers or arranges for delivery of nonexpendable property and equipment to designated in-office locations. Stores expendable supply items in assigned locations. Takes necessary handling and precautionary measures when moving and storing fragile or bulky items. Issues stock items to office personnel. May reduce quantities requested or suggest substitute items when stock levels are low. Assures forms and publications are current. Replenishes unit supply cabinets. Is responsible for keeping storage areas neat and clean.

Keeps expendable stock records up to date. Posts receipts, unit prices, issuances, back orders, and stock item changes. Reviews stock records to determine items nearing depletion. Computes replacement levels and replenishment needs based on usage, amounts on hand, and lead time. Calls supervisor's attention to slow-moving items. Periodically executes supply requisitions and order forms appropriate for stock items maintained and forwards to supervisor for approval. Orders other expendable and nonexpendable items from designated supply sources as requested and makes local emergency purchases when needed with approval of SAC. Searches in supply catalogs for specific descriptive information, units of issue, and costs where applicable and executes prescribed requisitions or order forms for supervisor's approval. Answers inquiries from office personnel by furnishing factual information such as concerning stock availability, on order, and back ordered. Conducts physical inventories of expendable property and supplies to verify presence and condition. Reconciles inventory results with stock records being responsible for resolving more routine discrepancies and referring more difficult problems to supervisor.

As assigned, keeps nonexpendable inventory property records up to date by executing new card records and posting additions and deletions. Participates in making periodic physical inventory to determine presence and condition of nonexpendable property and equipment. Adjusts records to correct routine discrepancies and refers more difficult problems to supervisor. Has ready recourse to a variety of supply catalogs, work guides, and instructional material.

May prepare stock and other property, equipment, and evidence for shipment. In such instances, determines proper or most economical mailing or shipping method, crates or packs items according to prescribed procedures, executes shipping documents for approval by supervisor, arranges for delivery or pick-up by post office or carrier, and obtains necessary receipts.



UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

March 24, 1970

(A) AVAILABILITY OF AGENTS -- So that there is no misunderstanding as to the necessity of Special Agent personnel keeping the office advised of their location during working and off duty hours as set forth in the Manual of Rules and Regulations and the FBI Handbook, this matter should be reviewed immediately and brought to the attention of all Agent personnel. Particular emphasis should be given to availability while absent from the residence on personal business prior or subsequent to working hours.

3/24/70

SAC LETTER 70-15

(B) TRAVEL OF AGENTS TO OTHER DIVISIONS FOR TESTIMONY AND INVESTIGATION -- There has been a growing number of requests for travel by Agents to other divisions for investigative and testimony purposes, many of which have been conveyed to the Bureau in incomplete communications, and in some instances, tardy upon arrival leaving no time for evaluation at the Seat of Government. SAC Letters 67-61 (B) and 67-64 (A) reminded you of existing instructions and noted such requests should be held to an absolute minimum, carefully scrutinized, and fully justified. Thereafter, Bureau authority should be obtained by submission of appropriate communications.

SACs will be held strictly accountable for requests received and should personally review them prior to submission to the Bureau. In this regard, attention of your personnel is directed to Manual of Rules and Regulations, Part II, Section 8C, Pages 17 and 18a, and to the SAC Letters cited above. It will be incumbent upon you to make certain personnel of your office are fully cognizant.

**(C) LETTERS TRANSMITTING EVIDENCE TO LABORATORY AND IDENTIFICATION DIVISIONS --** In transmitting evidence to the Laboratory and Identification Divisions you are reminded that existing instructions require an original and two copies of the cover communication be prepared for the Bureau. Recently there has been an increase of submissions of such correspondence with only an original and one copy.

Failure to comply with instructions of this type causes additional duplicating of such correspondence at the Seat of Government which is costly and should not be necessary. You should bring this to the attention of all investigative and stenographic personnel.

3/24/70

SAC LETTER 70-15

**(D) NATION OF ISLAM - RACIAL MATTERS - NATION OF ISLAM --** Under existing instructions, the 157 classification and the Racial Matters character are to be utilized in connection with Nation of Islam (NOI) matters. Offices which currently have pending and/or pending inactive files on the NOI under other than the 157 classification are to convert these files to the proper classification and to thereafter use this new file number. Similar action should also be taken where necessary with respect to files on members of the NOI. The only action necessary in converting these files is the initiation of new 157 files.

All new cases which are opened in the NOI category should bear a 157 file number and communications relating to this group and to members of this group are to contain a Racial Matters character.

3/24/70

SAC LETTER 70-15

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**(E) CHANGE IN ARMY FORM USED TO DECLARE SERVICEMEN DESERTERS** -- Effective March 31, 1970, the Department of the Army will replace Department of Defense form DD-553 with a three-part form, Department of the Army (DA) 3545, for use in declaring absent without leave servicemen deserters. Parts II and III of the form, which can be detached, will be used by the Army in place of DD-616 to report the return of a serviceman to military control.

As of the present time these changes apply only to the Army and the Air Force; Navy, and Marine Corps will continue to use form DD-553 to declare persons deserters and will report the location of such individuals by separate communication, as in the past. Bureau personnel will continue to report the location of deserters by submitting Bureau form FD-220. Manual changes are being prepared.

3/24/70

SAC LETTER 70-15

- 3 -

(F) UNLAWFUL FLIGHT MATTERS -- The overall field accomplishments in the unlawful flight category for the first eight months of Fiscal Year 1970 disclosed 1,788 persons have been apprehended as compared with 1,875 for a similar period in Fiscal Year 1969. Case receipts by many offices have shown a decrease. Thus, the above figures suggest that the liaison with local authorities needs to be strengthened so that all meritorious cases are being considered under the Unlawful Flight Statute. Many offices have advised that local agencies do not request assistance because of insufficient evidence of interstate flight.

It is recognized that some indication of interstate flight is necessary to justify authorization, however, you are reminded that conclusive evidence of interstate flight is unnecessary in these cases since Federal prosecution is not anticipated. While the Bureau does not desire to explore the possibility of unlawful flight process in those local cases involving minor felonies or civil obligations, it is mandatory that all offices establish close liaison with local authorities in connection with rendering assistance under the Unlawful Flight Statute. This is particularly important because of the notoriety of many state felons arising from the vicious nature of their crimes. Such individuals are also logical candidates for the Ten Most Wanted Fugitives list and serve to sustain public interest in this most important program. In those instances involving individuals engaged in obvious crime sprees, each office is expected to promptly explore with local authorities the possibility of unlawful flight process keeping in mind that delay in entering such cases because of lack of absolute proof of interstate flight will obviously affect the progress of the fugitive investigation. Each office will be followed closely to insure that the Bureau's obligation is discharged under this statute.

Very truly yours,

John Edgar Hoover

Director

3/24/70

SAC LETTER 70-15

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

March 31, 1970

In Reply, Please Refer to  
File No.

(A) INTERESTING CASE MEMORANDA -- Interesting Case Memoranda (I. C.'s) offer an excellent means of publicizing the FBI's accomplishments, serve as valuable research data, and provide readily available information for use in answering inquiries. The Bureau should have at all times a current supply of such cases illustrating various phases of its investigative activities. Thus, Field Offices must submit such material as promptly as other official work permits whenever requested by the Bureau, even though prosecutive action may be incomplete. In addition, the Field should take the initiative and submit Interesting Case Memoranda in particularly outstanding cases even though not requested to do so by the Bureau.

Some of the most frequent problems in this program are: the Field's failure to submit the memoranda promptly; lack of color and human interest in the I. C.'s; and tendency to write the memoranda in the same style as an investigative report rather than an interesting narrative account of the case.

At this time the Bureau is in particular need of all types of Interesting Case Memoranda, with the exception of routine bank robbery violations, to continue to meet the demands made upon this program. Refer to SAC Letter 65-5 (2-2-65) for detailed guidance in the selection, preparation and submission of Interesting Case Memoranda.

**(B) NEWSPAPER CLIPPINGS SUBMITTED TO BUREAU BY FIELD OFFICES** -- In a recent survey, it was determined that many offices are remiss in submitting newspaper clippings to the Bureau pursuant to the requirements outlined in the Manual of Rules and Regulations, Part II, Section 6H. The most common errors are failure to submit sufficient numbers of clippings, failure to submit them promptly, improper mounting, and the submission of articles bearing the date line of national wire services.

You should make certain that appropriate personnel of your office are thoroughly knowledgeable concerning Bureau requirements in this regard. The elimination of the Crimdel Program in no way lessens the field's responsibility to continue to submit news clippings which were formerly furnished in connection with that program. There is an especially urgent need at the present time for articles dealing with juvenile crime, and you should also insure that news items pertaining to parole and probation abuses, sex offenders, examples of judicial leniency, pornographic literature, and "Top Ten" fugitives are submitted to the Bureau promptly.

You should follow this matter carefully and afford close supervision to make certain that maximum effectiveness is being obtained in your office.

3/31/70  
SAC LETTER 70-17

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**(C) VOUCHER MATTER - MOVING EXPENSE REIMBURSEMENTS  
WITHHOLDING AND DEDUCTIONS FOR FEDERAL INCOME TAX --**

The Tax Reform Act of 1969 (Public Law 91-172, approved December 30, 1969) broadened the scope of moving expense reimbursements reportable as gross income on an employee's Form W-2, Wage and Tax Statement; however, the amount subject to Federal income tax withholdings has been reduced and corresponding increased deductions are allowed on the employee's Federal tax return. The provisions of the Act are applicable to reimbursements or allowances paid to the employee after December 31, 1969, and are not retroactive prior to that date.

Henceforth all amounts paid as reimbursements or allowances for moving expenses must be included as gross income on an employee's Form W-2. Amounts paid which are subject to tax withholdings will be reported on the Form W-2 as "Wages Paid Subject to Withholding." On the other hand, amounts paid as reimbursements or allowances which are not subject to tax withholdings will be reported as "Other Compensation Paid." U

Reimbursements and allowances paid to an employee for moving expenses are not subject to tax withholdings if, under the new regulations, he may deduct them from gross income for income tax purposes. Reimbursed moving expenses which are deductible, subject to the limitations set forth below, are: (1) travel and transportation expenses of the employee and his immediate family; (2) expenses for transportation and storage of household goods and personal effects; (3) house-hunting trip expenses; (4) temporary quarters allowances; and (5) real estate transactions and/or lease expenses.

Items (1) and (2) of the above are entirely deductible. The total amount of deductions allowable for Items (3) and (4), the house-hunting trip and temporary quarters expenses, is \$1,000. The total amount allowable as a deduction for Item (5), real estate transactions or lease expenses, is \$2,500, reduced by the total amount allowable for Items (3) and (4), house-hunting trips and/or temporary quarters. For example if an employee is reimbursed \$500 for a house-hunting trip and/or temporary quarters expenses, he would be able to deduct only up to \$2,000 for real estate and/or lease expenses. No deduction is allowed for the miscellaneous expense allowance. Reimbursements for

3/31/70

SAC LETTER 70-17

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moving expenses in excess of the prescribed deduction limitations, along with reimbursements for the miscellaneous expense allowance, are subject to tax withholdings at a rate of 20%.

Employees' Form W-2, Wage and Tax Statement, for calendar year 1970 will be prepared in accordance with the new regulations. Therefore, it is incumbent upon each employee to maintain records of any reimbursed moving expenses incurred so that he will be able, if necessary, to reconcile for income tax purposes such expenses with those amounts appearing on his Form W-2.

(Security Letters on attached pages)

3/31/70  
SAC LETTER 70-17

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(D) GHETTO INFORMANTS - RACIAL MATTERS -- As a result of recent conferences concerning racial informants held at the Seat of Government, it has been recommended and approved that ghetto informants be approved on the authority of the Special Agent in Charge and that the probationary status of these informants will no longer be necessary. Current policy requires that before a ghetto informant can be removed from a probationary status the Bureau must be advised that certain specific requirements have been satisfied; thereafter, Bureau authorization is given to remove the probationary status of the informant. You will no longer be required to advise the Bureau of the identity of the ghetto informants and your only requirement will be to give the number of ghetto informants currently being operated by your office at the time you submit your monthly racial informant status report.

Current investigation required concerning development of ghetto informants will remain in effect and it will be the responsibility of each SAC to assure the necessary requirements are fulfilled before approving these informants.

In addition to the above change it will no longer be necessary to contact any ghetto informants on a two-week basis as was required in the handling of probationary ghetto informants. You are now required to contact ghetto informants on a 30-day basis.

The above changes do not affect your requirements to obtain Bureau authority concerning ghetto informants who will be utilized in connection with educational institutions.

The above changes should materially ease the administrative handling of your Ghetto Informant Program and provide you with more time to develop additional productive ghetto informants throughout your territory.

Appropriate Manual changes are forthcoming.

3/31/70

SAC LETTER 70-17

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(E) RACIAL INFORMANTS - GHETTO INFORMANTS -- As a result of recent racial informant conferences held at the Seat of Government, a recommendation was made and approved giving the Special Agent in Charge (SAC) the option of maintaining subfiles concerning ghetto informants.

As you are aware, current policy concerning subfiles relating to ghetto informants requires that a subfile be maintained on all ghetto informants regardless of whether or not they are furnishing only "listening post" type information. Effective immediately, the maintenance of a subfile for your ghetto informants is being left to the option of the SAC. There is little reason to maintain a subfile on those ghetto informants who are used primarily as "listening posts" and furnish information concerning attitudes and tensions within a ghetto area. It will suffice to place a copy of the report (FD-209) in the racial situation control file, thereby eliminating its inclusion in a subfile.

Subfiles may be necessary in those instances when ghetto informants are reporting valuable substantive information.

Appropriate Manual change forthcoming.

3/31/70  
SAC LETTER 70-17

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(F) SABOTAGE -- By SAC Letter 69-31 (C) dated June 3, 1969, you were alerted to the increase in incidents of Reserve Officers' Training Corps (ROTC) sabotage cases brought on by New Left antiwar protests. At that time you were instructed that such matters should be investigated as sabotage pursuant to Section 86, Manual of Instructions, and that these cases should be vigorously pursued and promptly reported.

For your information, after a summer without any incidents of ROTC sabotage, these violent acts began again in September, 1969. Since that time, there have been 22 separate incidents of ROTC sabotage on campuses of colleges and universities in all parts of the United States.

The New Left, particularly Students for a Democratic Society, has increased pressure for greater anti-ROTC action on the campuses. This has led to violent acts perpetrated on ROTC facilities. From a review of these incidents, you can fully expect a marked increase in attacks on ROTC facilities up through the end of the current school year. You should carefully comply with the provisions of Section 86, Manual of Instructions, in connection with the investigation and reporting of sabotage matters.

Very truly yours,

John Edgar Hoover

Director

3/31/70

SAC LETTER 70-17

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PERSONAL ATTENTION  
SAC LETTER 70-18

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

April 7, 1970

(A) RETIREMENT - SPECIAL AGENT - TAXABILITY OF ANNUITIES --  
The Internal Revenue Service has advised that Special Agents who retire under the liberalized plan-as-distinguished from retiring for disability are not entitled to the \$100 per week exclusion from annuity for Federal income tax purposes as if they had retired for disability. The Internal Revenue Service said it has recently noted a number of instances where the exclusion is being improperly claimed, in violation of Revenue Ruling 66-182 (1966). Special Agents who retire should be advised accordingly. The Bureau is making appropriate revision in its Form 3-496, a copy of which is given for information to employees who retire.

4/7/70  
SAC LETTER 70-18

(B) UNITED STATES ATTORNEYS RELATIONS -- You were advised by SAC Letter 69-4 (C), dated 1/14/69, that it is your responsibility to thoroughly indoctrinate new United States Attorneys and new Assistant United States Attorneys immediately upon their assumption of office. This instruction is being reemphasized at this time because it appeared that many Assistant United States Attorneys attending a recent conference held at Washington, D. C., lacked a firm understanding of their responsibilities in office and of their relationships with the FBI.

You should aggressively carry out your liaison responsibilities by stressing the need for prompt and effective prosecution of violations within the Bureau's investigative jurisdiction in line with established Bureau and Departmental policies.

(Security Letter on attached pages)

(C) NEW LEFT AND BLACK EXTREMIST TERRORISM - BOMBING MATTERS -- In accordance with existing instructions, every bombing or attempted bombing is to be reported to the Bureau by teletype or telephone. The Bureau's basic statute in Bombing Matters is Section 837, Title 18, U. S. Code; note that Molotov cocktails, other incendiary devices and industrial explosions do not come within the purview of this statute and should not be characterized as bombing matters. The Department's basic policy with regard to this section is that Congress clearly intended primary jurisdiction to remain at the state and local level. Active investigation under this statute is instituted only upon the specific request of the Department and the Department is highly selective and restrictive in requesting investigations. While active investigation should not be instituted under the Bombing Matters character in the absence of a Departmental request, many bombings may require immediate investigation under some other criminal statute such as those dealing with civil rights, destruction of Government property, damaging aircraft or motor vehicles, train-wrecking, crimes on a Government reservation, destruction of interstate property, sabotage, and interference with the Selective Service System. When these or other substantive offenses within the Bureau's primary jurisdiction are involved, action should be taken as required by instructions relating to the particular classification, and the violation involved should be carried as the principal character on all communications. If there is any question as to whether the facts constitute a violation, the initial communication should set forth the opinion of the U. S. Attorney or show that his opinion will be immediately obtained, except that the opinion of the U. S. Attorney should not be sought with regard to Section 837, Title 18, U. S. Code, civil rights statutes or matters involving labor disputes.

Whether or not active investigation is to be instituted, local authorities are to immediately be offered our cooperation consisting of the facilities of the Identification Division and FBI Laboratory and the coverage of out-of-state leads. The initial communication to the Bureau should show this has been done or is being done. If there is some overriding reason why such cooperation should not be offered this is to be set forth with full justification in the initial communication.

When substantive investigation is being undertaken by the FBI, every effort should be made to obtain custody of all physical evidence for appropriate laboratory examination for tracing to its source. If

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SAC LETTER 70-18

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substantive investigation is not being instituted, local authorities should be encouraged to preserve all physical evidence.

Concerning instances of bombing or arson which appear to have ~~New Left or black extremist connotations or motivation, where no Bureau~~ substantive jurisdiction exists or the Department has advised no investigation is warranted, you are immediately to advise the Bureau, utilizing a dual caption which first sets forth a description of the bombing or arson incident and is following by "New Left Movement - Violence; IS - Miscellaneous," or "Black Nationalist Movement; RM." Do not use a "Bombing Matter" character. A copy should be designated for Bureau file 100-446997-73 or 157-8415, whichever is appropriate. Information is to be set out as to the specific informants contacted and police liaison set up in conformance with instructions detailed in letter to all Special Agents in Charge Number 68-41 (H) dated July 23, 1968. Information should also be included concerning local conditions which would make involvement of subversive groups or individuals suspect in the incident, such as recent campus disorders or statements by local extremists. You should also submit your recommendations as to any additional investigation which is warranted to resolve whether subversive groups or individuals were involved. Care and good judgment should be exercised to avoid the impression being made on local authorities that the Bureau is indiscriminately investigating local violations.

You are expected to take an aggressive attitude toward these matters, bearing in mind the Bureau's responsibility to determine the full extent of subversive activities affecting the internal security of the Nation and the expressed concern of the President, Attorney General and other high officials that subversive groups are engaging in these terroristic acts.

Very truly yours,

John Edgar Hoover

Director

4/7/70

SAC LETTER 70-18

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

April 21, 1970

(A) TRAINING - POLICE - DEFENSIVE TACTICS MANUAL -- Bureau publications "Defensive Tactics" and "Disarming Methods" have been revised and incorporated into a comprehensive, current publication entitled "Defensive Tactics." Copies of the old publications should be destroyed. Each office is being provided with fifteen copies of the new training manual; a copy should be made available to each Defensive Tactics instructor in your office. Additional copies may be ordered by Form FD-399, attention Crime Records Division.

In view of the contents of this manual and because the supply is limited, its distribution should be made on a highly selective basis and under no circumstances should copies be furnished to anyone not actively engaged in law enforcement. There is no objection to your providing a copy to each attendee in a defensive tactics school being conducted by FBI personnel.

(Security Letters on attached pages)

(B) YOUNG WORKERS LIBERATION LEAGUE (YWLL), ALSO KNOWN AS YOUNG COMMUNIST WORKERS LIBERATION LEAGUE - INTERNAL SECURITY - COMMUNIST -- On February 7-9, 1970, the Communist Party, USA, (CPUSA) sponsored a convention in Chicago, Illinois, to replace the W. E. B. DuBois Clubs of America (DCA) with a new communist youth organization. This new organization was formed ostensibly to attract working class youth, militant black nationalists and members of the New Left into a communist-controlled "revolutionary organization" to aid in "liberation struggles."

This convention founded the Young Workers Liberation League (YWLL) which at the discretion of each chapter's leadership can be called the Young Communist Workers Liberation League. A thirty-five member central committee was elected which was made up almost exclusively of the CP members who had controlled the convention since its inception. Among the resolutions adopted were the uniting of all youth and adults against war, instructing young people, especially GI's, on the nature of imperialism and on the "socialist alternative," and fighting to end militarization on the campuses.

Mike Zagarell, National Youth Director, CPUSA, was elected Education Secretary of the YWLL and called for the recruitment of 1,100 new members the first year, thereby making it the largest socialist youth organization in the country.

All offices should institute necessary investigation and alert informants and established sources in a position to obtain information relative to youth activities to the existence and aims of the YWLL. Report the formation of any chapters within your respective divisions to the Bureau and to the New York Office which is designated as the office of origin in this case. In the event local chapters utilize a local name for their organization, which is different from that set forth above, this should be included in the title of any correspondence parenthetically under the above title.

Defunct thumbnail characterizations and unreported activities of DCA chapters should be submitted to the Bureau by those offices where DCA chapters were previously located prior to closing these cases.

4/21/70  
SAC LETTER 70-21

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(C) CHARACTERIZATIONS OF SUBVERSIVE, RACIAL, KLAN, WHITE HATE AND MILITANT BLACK ORGANIZATIONS -- Part II, Section 4D (13), pages 21-23, of the Manual of Rules and Regulations provides for preparation and submission of up-to-date characterizations of those organizations falling within above-captioned categories by June 1 each year. Many of the characterizations submitted recently have been excessively wordy and failed to lend themselves to a good succinct thumbnail characterization. Greater care must be afforded this program. You should instruct each Agent involved to carefully follow the above instructions.

Each characterization must be current with respect to content and date obtained from your source. Verification of the organization's current status and its location should be ascertained through confidential informants or by active investigation.

Very truly yours,

John Edgar Hoover

Director

4/21/70  
SAC LETTER 70-21

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

May 12, 1970

(A) DIRECTOR'S TESTIMONY ON MARCH 5, 1970 BEFORE THE HOUSE SUBCOMMITTEE ON APPROPRIATIONS - FISCAL YEAR 1971 -- Copies of my testimony before the House Subcommittee on Appropriations on March 5, 1970, regarding the 1971 appropriation request of the FBI, which has been released by the Appropriations Committee, will be sent to your office in the near future. These copies are to be made available to the personnel of your office who desire to review the testimony. There will be about one copy for every two employees in the supply furnished.

5/12/70  
SAC LETTER 70-26

(B) TRAINING - LEGAL INSTRUCTORS -- The following important decisions reported in April, 1970, should be read by Legal Instructors and used for both Bureau and police training purposes: U.S. v. Hall, 421 F.2d 540 (1969) (2d Cir.) (review of circumstances which "trigger" the need for Miranda warnings); U.S. v. Gibson, 421 F.2d 662 (1970) (5th Cir.) (examining an abandoned vehicle for identification number is not an unreasonable search); U.S. v. Thompson, 421 F.2d 373 (1970) (5th Cir.) (Fifth Circuit now agrees with other circuits, for the first time in 40 years, that a wife may lawfully consent to a search, directed against her absent husband, of premises which she occupies jointly with her husband). Hall is of interest to all offices; Gibson and Thompson primarily to those located in the Fifth Circuit.

**(C) TRAINING - POLICE - CORRESPONDENCE --** Correspondence to the Bureau regarding the extending of training assistance to Federal investigative agencies and departments having limited police powers should be submitted on Unless-Advised-to-the-Contrary (UACB) basis. Set forth details, justification for your recommendation and indicate your recommendation will be implemented, UACB. Give Bureau time for action. Purpose is to curtail unnecessary correspondence.

5/12/70

SAC LETTER 70-26

**(D) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS --** The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after May 1, 1970.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

5/12/70

SAC LETTER 70-26

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**(E) BUREAU APPLICANTS - APPLICANT RECRUITMENT MATTERS - CONTACTS WITH COLLEGES AND UNIVERSITIES --** The Bureau has been informed by the Civil Service Commission (CSC) that a few colleges and universities have adopted, and others have considered adopting, a requirement that organizations defend corporate or agency policies to student groups as a condition for recruitment on campus. CSC advises that the College Placement Council, representing college placement associations throughout the country, has transmitted a policy statement to the president of colleges and universities pointing out its opposition. The Council, while recognizing the desirability and necessity of effective communication and exchange of information with students, faculty members and college administrators, is opposed to an employer being forced to meet with or to state its position to student groups as a condition of recruitment on campus.

Any interference with your recruitment effort, such as outlined above, must be immediately brought to the attention of the Bureau by most expeditious means and you are to conduct no recruiting activities at colleges or universities where they or any associated student groups interfere with or impose such conditions on campus recruitment.

5/12/70

SAC LETTER 70-26

**(F) BUREAU APPLICANTS - DRAFT DEFERMENT CHANGES --** President Nixon, April 23, 1970, issued orders which bar occupational deferment of any employee not already so deferred. If Bureau employee is already occupationally deferred, Bureau will request extension of deferment when it expires provided his services satisfactory. In any pending Special Agent applicant case where (1) applicant has unfulfilled Selective Service obligation, (2) is under 26 and has no current occupational deferment based on employment in law enforcement, discontinue investigation, advising applicant he can resubmit application when he has fulfilled military obligation or is otherwise not subject to induction. Only exception to above is where applicant's draft board states chances of his induction extremely remote. If Special Agent applicant already has occupational deferment on basis of existing law enforcement employment, his case can be processed in usual way because Bureau if it desires to appoint him is able to request continuation of deferment on basis Special Agent status. No new Special Agent applicant cases should be opened where applicant is under 26, has unfulfilled Selective Service obligation and is potential draftee, unless local board advises chances of induction extremely remote.

5/12/70

SAC LETTER 70-26

(G) DESERTER MATTERS -- Commencing on July 1, 1970, the Bureau will discontinue sending copies of the military's request (DD-553 or DA-3545) to locate a deserter to those offices covering the base from which he deserted.

It will be the responsibility of the office of origin to set forth leads based on investigation in the area of his civilian residence. For your additional information, it is expected that the various branches of the military will be tied in with the National Crime Information Center (NCIC) by July 1, 1970, and investigation at the military bases in most instances will be unnecessary as a result of this hookup with NCIC.

Appropriate manual changes will follow.

5/12/70  
SAC LETTER 70-26

(H) INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE MATTERS - PROSECUTIONS -- Reference is made to Bureau letter dated March 13, 1970, furnishing all field offices copies of Departmental guidelines relating to prosecution of Interstate Transportation of Stolen Motor Vehicle (ITSMV) cases.

Information available to the Bureau since the issuance of the above guidelines indicates United States Attorneys (USAs) are following these guidelines and declinations of Federal prosecution are increasing. At the same time, information furnished by field offices also indicates local authorities, for various reasons, are not willing to prosecute in many instances. In order for the Bureau to fully assess this situation, it is desired all offices maintain figures as to (a) total number of ITSMV cases deferred by USAs to local or state authorities and (b) figures showing the total number of these cases in which local or state authorities will not entertain prosecutive action.

All field offices will begin the maintenance of these records effective June 1, 1970. The totals will be submitted monthly to reach the Bureau no later than the third working day of the succeeding month. Furnish figures by letter, captioned as above, attention Voucher-Statistical Section. ITSMV cases referred to local authorities and submitted monthly to the Bureau as instructed herein will also be included in your quarterly letter reflecting total matters referred by USAs in all classifications.

(Security Letters on attached page)

5/12/70  
SAC LETTER 70-26

(I) ORGANIZATIONS DESIGNATED BY THE ATTORNEY GENERAL OF THE UNITED STATES PURSUANT TO EXECUTIVE ORDER 10450 -- The Attorney General by order filed April 15, 1970, amended portions of Executive Order 10450 in connection with the Federal Employee Security Program insofar as it pertains to the following organizations. The list was amended to limit the designation to that period prior to the date petitions were dismissed before the Subversive Activities Control Board.

Abraham Lincoln Brigade (prior to April 20, 1966) Veterans of the Abraham Lincoln Brigade (prior to April 20, 1966)

Handbook changes follow.

5/12/70

SAC LETTER 70-26

(J) VISITORS TO COMMUNIST CHINA -- State Department has announced United States Government will allow travel to Communist China "for any legitimate purpose," and will follow more liberal policy. Anticipated this will increase requests for travel, thereby increasing Bureau workload.--

In view of current Bureau manpower demands and fact Communist China has not relaxed policy of admitting only those sympathetic to Red China, current procedures regarding visitors set forth in Section 105F, Manual of Instructions, are now restricted to those who actually travel to Communist China. Note procedures, Section 87D, Manual of Instructions, concerning intended travel abroad of security subjects remain in effect.

Appropriate Manual changes being prepared.

Very truly yours,

John Edgar Hoover

Enclosure for (D)

Director

5/12/70

SAC LETTER 70-26

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

May 26, 1970

(A) - EQUAL EMPLOYMENT OPPORTUNITY PLAN OF ACTION - 1970 - DISCRIMINATION IN HOUSING -- Reference is made to SAC Letter 70-3 (A) dated January 20, 1970. The Department has added a supplemental element on housing rights to its Plan of Action calling for distribution throughout the service of information on same. There are attached two copies of a brochure on housing rights published by the U. S. Department of Housing and Urban Development. Note that in the lower right hand corner additional information has been added to make our employees aware that the Bureau has investigative responsibilities in connection with certain discrimination in housing. It indicates that employees who expect to make a complaint of discrimination in housing should bring this to the attention of their Equal Employment Opportunity Counselor. Handle in accordance with Section 137, Manual of Instructions. One copy of the brochure is for the Counselor and the other should be posted on the bulletin board in your front office.

5/26/70  
SAC LETTER 70-29

(B) SELECTIVE SERVICE ACT CASES - DISSEMINATION -- National Selective Service Headquarters, Washington, D. C., has advised that it will no longer be necessary for the Bureau to furnish a copy of a closing report or form FD-411 submitted in lieu thereof to Selective Service Headquarters. Existing procedures should continue to be utilized in the submission of a closing report or form FD-411; however, effective immediately, only one copy of a closing report or form FD-411 submitted in lieu thereof, should be furnished to the Bureau in Selective Service cases. Of course, extra copies of reports would continue to be required in instances when the Department has requested the investigation, when a clear indication exists that the Department or some other Government agency would require a copy and when Public Law 414, 82nd Congress, involving exclusion of aliens from this country is applied.

In addition, it will no longer be necessary to furnish the Bureau with a copy of a report or form FD-411 in routine-type cases that have been resolved within 90 days of receipt of the case by the field, that is, where the delinquency has been resolved and the U. S. Attorney has declined prosecution. For uniformity, these cases should be closed by use of form FD-411 being placed in the field office file and designating a copy to the appropriate U. S. Attorney to serve as a confirmation of his prosecutive opinion.

Appropriate Manual and Handbook changes will be forthcoming.

(C) BUREAU AUTOMOBILE ACCIDENTS -- Since issuance of SAC Letter 70-6 of February 3, 1970, the increase in the number of accidents involving Bucars has continued. As of the end of April, 1970, 395 Bucar accidents were reported compared with 301 for the same period during the previous fiscal year. This figure also is substantially higher than the total of 363 for fiscal year 1969.

Causes of accidents include failure to adhere to such basic safe-driving steps as use of the parking brake after bringing the vehicle to a stop. It should be evident to all operators that use of the parking lever alone is not adequate. When one considers the possible damage to the Bucar, other property, and possible injury to persons, the automatic use of both the parking lever and the parking brake is elementary and should be considered mandatory.

The attention of all employees who operate motor vehicles should be brought to this frequent cause of accidents. When failure to apply both the parking brake and parking lever contributes to the cause of an accident involving a Bucar, employees will be held responsible without fail and administrative action will be taken.

5/26/70  
SAC LETTER 70-29

(D) TRAINING - POLICE -- Reference is made to SAC Letter 68-42, dated 7/30/68, forwarding to you copies of a pamphlet setting forth policies, rules and regulations regarding police training. Enclosed are 15 copies of a revised version of this publication. It should be circulated among your police instructors and also other Agent personnel, for information purposes. All copies of this pamphlet previously furnished to your office should be destroyed.

(Security Letter on attached page)

5/26/70  
SAC LETTER 70-29

- 2 -

(E) CODE WORD "JUNE" -- On occasions questions arise as to whether a communication concerning an electronic surveillance should contain the code word "June." For your guidance, only correspondence which identifies an individual, organization, or diplomatic establishment as having been or is under consideration to be the subject matter of an electronic surveillance in the internal security or racial field should be included in the "June" procedure.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A) and (D)

5/26/70  
SAC LETTER 70-29

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PERSONAL ATTENTION  
SAC LETTER 70-30

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

June 2, 1970

(A) AUTOMOBILES - CARBON MONOXIDE POISONING -- Bureau recently learned of two police officers being killed by carbon monoxide fumes emanating from exhaust system of patrol car. Examination of car disclosed holes on floor of trunk permitted carbon monoxide fumes to enter car in this manner which caused death. Holes resulted from a prior radio installation and were not sealed. All Bureau cars should be examined and any holes located should be patched. In any subsequent installations in trunk of car care should be exercised to insure that it is impossible for exhaust fumes to enter trunk area. Continue checking exhaust system as required on Monthly Automotive Inspection Report, FD-212.

6/2/70  
SAC LETTER 70-30

(B) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after May 15, 1970.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

(C) SPECIAL CLERK PROGRAM -- Due to the need for making more Agents available for complex investigative assignments, I have authorized the establishment of the position Special Clerk. This position will be limited to only those male employees who 1) have a minimum of one year of Bureau experience; 2) have been certified by their Special Agent in Charge as being potential Agent material (possessing all of the potential physical and personal qualifications for the Agent position); 3) must plan to enroll in an accredited educational institution on a full or part-time basis and to pursue a course of study to educationally qualify for the position of Special Agent. If already enrolled in an accredited educational institution on a full or part-time basis, he must agree to continue his studies to educationally qualify for the position of Special Agent; 4) must be available for assignment wherever the needs of the service demand. Written agreement must be executed by candidate concerning his educational pursuits and complete availability for assignment to any field office wherever his services are needed. Candidate must fully understand that if he fails to graduate within seven calendar years from date of selection or is academically disqualified prior to that time for further study, he must agree to a demotion to a clerical position outside the program in the highest available grade.

The Special Clerk position is a general position which has been designed to encompass the duties included in the Investigative Clerk, Complaint Clerk, Technical Clerk, and Lookout Clerk positions. Employees serving in these positions which are being phased out who meet stipulations for Special Clerk positions should be recommended for assignment to Special Clerk positions. Those who do not meet the requirements will remain in their present position and grade.

In implementing the program offices are being furnished under separate cover detailed instructions together with copies of check-list position descriptions for the Special Clerk position in grades GS-5, GS-6, and GS-7 and copies of standardized write-ups covering work operations at the various grade levels. Upon receipt of the instructions for implementation, you should immediately submit to the Bureau whether or not you can justify the establishment of the Special Clerk position in your office along with identity of the male employees who are interested and qualified for assignment to this position not only in your office but throughout the field.

6/2/70

SAC LETTER 70-30

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Candidates will be initially appointed to this program in grade GS-5 and may be considered for grade GS-6 after one year. Upon completion of one year in grade GS-6 the candidate will be eligible for promotion to grade GS-7. In recommendation for promotion, Special Agent in Charge must certify to the sufficiency, variety, and complexity of the work in the office in the higher-level and also that the incumbent has demonstrated the ability to perform at the higher level.

You will have the responsibility of insuring that all Special Clerks are properly performing their duties, are productive, and have a clear understanding of their responsibilities. Necessary controls must be established by each office to insure there are no weaknesses in the operation and supervision of their work. All Special Clerks will be required to prepare detailed daily reports which show exactly how their time has been utilized. A working guide should be utilized in training personnel in this category and instructions should be checked periodically to insure that they are applicable. More detailed information pertaining to this program will be set forth in the Manual of Rules and Regulations.

(Security Letters on attached pages)

6/2/70

SAC LETTER 70-30

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**(D)-SECURITY INVESTIGATIONS OF INDIVIDUALS - MORATORIUM ON SECURITY MATTER - COMMUNIST (SM - C) INVESTIGATIONS --**  
Recent field inspection shows need to reiterate prior instructions regarding current moratorium on SM - C investigations. Moratorium was initiated by Bureau letter to all offices dated February 27, 1969, and extended by letters dated September 17, 1969, and May 4, 1970, captioned "Security Investigations of Individuals." Moratorium will be reevaluated January 1, 1971.

Routine SM - C investigations are not to be conducted during moratorium. Do not open cases for verification of residence and employment of subjects in SM - C cases which have been placed in Priority II or III of Security Index where cases were closed in line with existing instructions. Note these instructions apply only to routine communist investigations. Due to extreme radical, anti-United States and violent nature of Marxists, anarchists and pro-Chinese revolutionaries who largely make up such organizations as Progressive Labor Party, Weatherman faction of Students for a Democratic Society, and Socialist Workers Party and its extremist youth group, Young Socialist Alliance, moratorium does not apply to investigations of these individuals. Further, you must remain aware of whereabouts of those extremists under Emergency Detention Program.

Discuss above with appropriate personnel to be certain routine SM - C cases are not investigated during moratorium. Equally insure your responsibilities are met in the more violent and revolutionary cases in security investigations of individuals.

6/2/70

SAC LETTER 70-30

- 4 -

(E) SECURITY INVESTIGATIONS - INDIVIDUALS TRAVELING ABROAD --  
Reference is made to Section 87D, 6b (4), Manual of Instructions,  
"Individuals Traveling Abroad," which specifies action to be taken when  
we have subversive derogatory information on any individual who intends  
to travel abroad or has already left this country for foreign travel.

Effective immediately, limit action concerning foreign travel  
by subjects of security investigations to the following instances:

- (1) Subjects of current security investigations
- (2) Subjects whose names are included in Agitator  
Index or Priorities I and II of Security Index
- (3) Other past security subjects who may be "sleepers"  
or in an underground capacity, or where current  
information otherwise indicates a need for foreign  
coverage of individual

Above instructions likewise apply in the case of individuals  
traveling in foreign countries as members of organized tours.

Appropriate Manual changes are being prepared.

6/2/70

SAC LETTER 70-30

- 5 -

**(F) BLACK NATIONALIST MOVEMENT IN THE UNITED STATES - RACIAL CALENDAR --** The Black Nationalist Movement Racial Calendar is being expanded to include all black extremist Bureau fugitives.

Exposure of black extremist fugitives throughout Bureau's vast network of racial informants should significantly benefit investigative efforts to locate these fugitives.

Racial Calendar will include identity of fugitive, FBI Number, Office of Origin, Bureau and origin file numbers and Federal violation. You will be expected to maintain in Black Nationalist Photograph Album available data concerning these Bureau fugitives. Each monthly Racial Calendar will contain current list of fugitives with additions or deletions as they occur.

Aggressively utilize appropriate racial informants in affording broad circulation of black extremist fugitives to develop information beneficial in locating these fugitives.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (B)

6/2/70

SAC LETTER 70-30

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

June 16, 1970

(A) INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE (ITSMV) INVESTIGATIONS -- Effective July 1, 1970, on one-year trial, all vehicle recoveries and values will be recorded through submission of copy Form FD-410 directly to Voucher-Statistical Section, where data will be recorded. Retain original FD-410. Submit copy within 30 calendar days of recovery.

Following investigative procedures also being initiated:

- (1) Discontinue notifying and interviewing owner stolen vehicle, unless requested by office of origin. National Crime Information Center (NCIC) will instruct local department entering stolen vehicle in NCIC to do so. Portion of FD-410 concerning notification of owner will be deleted when form revised.
- (2) Responsibility of office of origin to completely process vehicle will continue. Following examination vehicle additional investigation will be limited to instances where there is possibility Federal prosecution. In general this will be governed by circumstances delineated in Department's prosecutive guidelines, copies of which have been furnished to you.
- (3) Where no investigation conducted beyond examination of vehicle, case may be opened and closed utilizing FD-410. If additional investigation conducted, reporting should be handled in conformance existing rules.
- (4) In those few instances where recovered vehicle has not been entered into NCIC, insure owner promptly notified by instructing appropriate office to handle.

These instructions do not limit your responsibilities. Continue close liaison with sources of cases.

During regular field inspections, Inspectors will review administrative and investigative procedures to insure these matters being properly handled.

(B) TRAINING - LEGAL INSTRUCTORS -- The following important decisions reported in May, 1970, should be read by all Legal Instructors: U.S. v. DeLoy, 421 F.2d 900 (1970) (5th Cir.) (post-indictment statement made by defendant to law enforcement officer without presence of his counsel admissible on showing that defendant solicited interview and was given Miranda warnings); U.S. v. Gordon, 421 F.2d 1068 (1970) (5th Cir.) (officer's view of some stolen items in defendant's premises during interview established probable cause for search warrant for entire lot; broad latitude allowed for seizure of items not mentioned in warrant); U.S. v. Hood, 422 F.2d 737 (1970) (7th Cir.) (quantity and quality of informant information necessary to show probable cause for search warrant); U.S. v. Sanchez, 422 F.2d 1198 (1970) (2d Cir.) (immediate confrontation of arrested suspect with witnesses, without counsel, is permissible; and see Bates, cited therein); Doran v. U.S., 421 F.2d 865 (1970) (9th Cir.) (admissible confession obtained from bank robbery suspect who was not under arrest but was lawfully detained for "on-the-scene" interrogation and was given Miranda warnings after preliminary interview and before final interview); Long v. U.S., \_\_\_ F.2d \_\_\_, No. 22, 218 (1969) (D.C. Cir.) (suspect voluntarily appearing at stationhouse for pre-arrest identification procedure entitled to counsel).

6/16/70

SAC LETTER 70-33

- 2 -

(C) CRIME ABOARD AIRCRAFT MATTERS -- Individuals such as Abbott H. Hoffman, members of the Black Panther Party and the Weathermen (a faction of Students for a Democratic Society) who are admittedly dedicated to violence and who have in the past been known to be in possession of explosives or weapons, have engaged in wide-spread air travel recently in connection with their activities. In view of this increased air travel by members of extremist, militant and possibly organized crime groups, you should be alert to violations of the Crime Aboard Aircraft (CAA) Statute. In those instances where your office learns in advance of travel plans of individuals associated with these groups, you should promptly alert the Federal Aviation Administration (FAA). Electronic metal detection equipment is currently being utilized by FAA to identify individuals with concealed weapons prior to their boarding an aircraft.

Violations of the CAA Statute coming to your attention involving the above-mentioned groups should immediately be presented to appropriate U. S. Attorney for a prosecutive opinion. Under the CAA Statute there is no necessity, nor is it desirable from the Bureau's standpoint, that subjects considered for prosecution actually board the aircraft involved or perform air travel while carrying a concealed weapon.

(Security Letters on attached page)

6/16/70  
SAC LETTER 70-33

- 3 -

(D) COMMUNIST PARTY, USA - QUARTERLY REPORTS -- Effective immediately reports or letters on the Communist Party, USA, are to be submitted semiannually. Auxiliary offices submit next report or letter October 1, 1970; offices of origin for various districts October 15, 1970. New York submit national report October 30, 1970. Subsequent reports or letters to follow at six-month intervals. Manual changes to follow.

Continue to submit letterhead memoranda on major Party activities in your territory for dissemination at the Seat of Government.

6/16/70

SAC LETTER 70-33

(E) BLACK NATIONALIST MOVEMENT - BLACK NATIONALIST PHOTOGRAPH ALBUM (BNPA) - RACIAL MATTERS -- Offices maintain a BNPA of individuals in the racial field who travel or are likely to travel extensively. An album is also maintained by the Bureau, Legal Attaches, Ottawa and Mexico City, Royal Canadian Mounted Police, and Central Intelligence Agency. Individuals in the album are militant black nationalists, leaders of black extremist organizations, black extremists who are Bureau fugitives, and our racial informants who travel on behalf of their respective extremist organizations. The album consists of a photograph and biographical sketch of each individual submitted to the Bureau (five copies) and each office (one copy) by letter under this caption. Biographical sketch includes descriptive data, brief resume of extremist activity or position, fingerprint classification, and a statement, if appropriate, that the individual is a convicted felon. The biographical sketch should not be marked "fugitive" since BNPA is used for identification purposes and not as the basis for making fugitive arrests. Appropriate additions to the Manual of Instructions will be forthcoming.

Very truly yours,

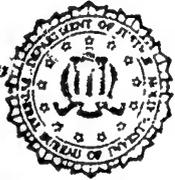
John Edgar Hoover

Director

6/16/70

SAC LETTER 70-33

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

July 14, 1970

(A) TRAINING - POLICE SCHOOLS -- You are reminded that police training schools in which FBI instructors participate are to be attended only by active law enforcement officers. Police school Certificates of Attendance should be provided to a school sponsor only in connection with schools of appreciable duration in which the Bureau furnishes a substantial proportion of the instruction and only law enforcement students should receive them.

7/14/70  
SAC LETTER 70-36

(B) TITLES IN CORRESPONDENCE -- Review of communications received at Bureau reveals full name of subject, aliases, and variations of subject's name are not always included in titles of initial communications, and that titles of subsequent communications are not always marked "CHANGED," as required, when additional aliases or variations are developed. All personnel engaged in preparation of correspondence should be reminded of these requirements which are set forth in Part II, Section 4, Manual of Rules and Regulations.

**(C) DESERTER MATTERS - MILITARY SERVICES ENTERING  
DESERTERS INTO NATIONAL CRIME INFORMATION CENTER (NCIC) --**  
The Departments of the Navy and Air Force are currently entering deserters into NCIC under their NCIC agency identifiers. On July 1, 1970, the Department of the Army began entering deserters through Army field NCIC terminals located at the headquarters of each military district headquarters (Fort George G. Meade, Maryland; Fort McPherson, Georgia; Fort Sheridan, Illinois; Fort Sam Houston, Texas; The Presidio of San Francisco, California; and the Military District of Washington, Fort Myer, Virginia). It is expected the military entries will be made prior to the referral of these cases to the Bureau for investigation. The Marine Corps contemplates entering its deserters into NCIC in the near future.

In order that there will be no misunderstanding, this will in no way change existing procedures for accepting cases for active deserter investigations. As in the past, we will initiate such investigations only upon receipt at the Seat of Government of a properly executed Department of Defense form 553 (DD-553) or Department of the Army form 3545 (DA-3545) which has been processed by the interested branch of the military and forwarded to the Bureau. Upon receipt of the proper form from the Bureau initiating a FUDE investigation, the office of origin will enter the fugitive deserter into NCIC under the Field Office agency identifier.

In those instances where inquiry of NCIC results in a response showing only a military record on file, the deserter is not considered a Bureau fugitive. You will take no investigative action, but any information concerning the deserter should be disseminated to proper military authorities.

Where the response shows an FBI record and a military record in NCIC, you will know the deserter is considered a Bureau fugitive deserter and you will take all necessary action to protect the Bureau's interests.

(Security Letter on attached page)

7/14/70  
SAC LETTER 70-36

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(D) BLACK NATIONALIST MOVEMENT - RACIAL MATTERS -- Black Nationalist Movement reports previously submitted by March 10 and September 10 of each year are discontinued. Manual changes follow.

You must insure all black extremist groups in your area, including those on college campuses, are identified, location indicated and membership recorded on FD-405a which is furnished the Bureau by tenth of January, April, July and October as a part of your letter captioned "Status Report, Racial Informants, Extremist Groups (White-Black), Racial Matters."

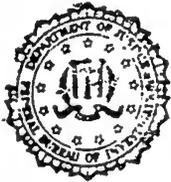
Very truly yours,

John Edgar Hoover

Director

7/14/70  
SAC LETTER 70-36

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

July 28, 1970

(A) RETIREMENT - STANDARD-FORM 105 - CERTIFICATE OF MEMBERSHIP IN THE U. S. CIVIL SERVICE RETIREMENT SYSTEM --

Under separate cover, a supply of the captioned form, together with a listing of those employees covered by the Civil Service Retirement System, is being forwarded to be distributed to each employee listed. Employees placed under retirement coverage in the future will receive the form as an attachment to the Standard Form 50, Notification of Personnel Action. Particular attention should be called to Item 2, Credit for Service, and all employees should be encouraged to preserve the certificate as part of their valuable papers.

7/28/70

SAC LETTER 70-38

(B) QUALITY WITHIN-GRADE INCREASES - FISCAL YEAR 1970 --

You are advised that during the Fiscal Year 1970 the Bureau granted 382 quality within-grade increases to its employees.

7/28/70

SAC LETTER 70-38

(C) ULTRAVIOLET LIGHT KITS -- There will be furnished each office in the near future one new Ultraviolet (UV) Light Kit for making and detecting invisible markings on items of investigative interest. On receipt of this new kit, all offices should return the Sun-Kraft and R & M UV lamps to the Laboratory, attention Radio Engineering Section. Submit appropriate inventory acquisition and disposition information to the Bureau.

The availability of the new UV Light Kit should be brought to the attention of all investigative personnel, and the kit should be demonstrated and discussed at your next scheduled technical training session.

**(D) HANDLING OF INQUIRIES REGARDING CORRESPONDENCE**

**MATTERS** -- On occasion it is necessary to have discreet inquiries conducted regarding communications received at the Seat of Government. This is done in those instances where insufficient information is available in Bureau files to evaluate and handle the incoming communication. Requests to receive the FBI Law Enforcement Bulletin, restricted material, reprints in large volume, statements for special occasions, or autographed material of various types are frequently received. Recently, a person representing himself to be a doctor telephonically requested an autographed photograph for an individual described as a 16-year-old boy dying of leukemia. Information developed by the field determined this request to be a hoax.

In order to insure that future communications of a similar nature may be appropriately evaluated and handled, general guidelines regarding the extent of inquiries to be conducted by the field are being set forth.

While situations will vary, requests for the FBI Law Enforcement Bulletin and for material which is restricted in distribution to law enforcement personnel only require verification of status in law enforcement and a check of office indices to insure your files contain no information which would make it inadvisable to honor the request. Should the request involve receiving reprint material in large volume or a statement for a special occasion, your inquiries should be expanded to include a check of appropriate credit and police agency records. If these records do not indicate the general reputation of the person or group making the request, limited, discreet inquiries of trusted contacts should be made. In the event the matter requiring field attention involves a request of a personal nature, such as a request for an autographed photograph, books or other material, office indices, credit and police agency records are to be checked to verify the individuals involved are who they are purported to be and to determine if any derogatory information is known regarding them. If your indices, credit and police agency checks are all negative, you are required to conduct limited, discreet inquiries to establish the general reputation of the persons involved and to insure the request is not a hoax or designed to embarrass the FBI. Of course, all inquiries conducted must be handled in such a manner that the persons involved will not become aware of our interest. These guidelines must be observed.

7/28/70

SAC LETTER 70-38

- 2 -

(E) SECTION 36 (ESPIONAGE) - MANUAL OF INSTRUCTIONS -  
DEFECTOR MATTERS -- Bureau has prepared updated and streamlined  
version of Section 36 which was distributed with manual revisions of  
July 8, 1970. All Agents assigned to espionage matters should care-  
fully review the new Section. Particularly, it should be noted instructions  
relating to defector matters previously set-out in Section 36 have been  
deleted from this Section and are now incorporated in the 105 Section  
relating to Internal Security - Nationalistic Tendency Matters.

7/28/70

SAC LETTER 70-38

- 3 -

**(F) CRIMINAL INFORMANT PROGRAM --** You have been repeatedly cautioned as to the necessity for exercising effective control in the development and handling of informants in order to alleviate any possible situations which could arise and cause an embarrassing situation. This is especially true of individuals with unusual backgrounds such as those who have an electronics background who may use their knowledge in violation of the Interception of Communications law.

While demands placed on the Bureau continue to require the development and use of the broadest possible live informant coverage, we cannot jeopardize our position by utilizing individuals who may suddenly turn against the Bureau. It is your responsibility to detect backgrounds and tendencies of potential informants which would make their use as informants inadvisable. You must at all times be most circumspect in the development of individuals as informants.

(Security Letter on attached page)

7/28/70

SAC LETTER 70-38

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**(G) CONTACTS OF SOVIET AND SATELLITE OFFICIALS AND ESTABLISHMENTS IN U.S. AND ABROAD** -- Instructions for handling captioned matter in Section 105K, Manual of Instructions, pages 22a through 30, must be followed implicitly on continuing basis to insure Bureau fulfills its internal security responsibilities and preclude criticism from other agencies of Government. Individuals effecting such contacts are often identified as Government employees, workers in private industry with security clearances and access to classified material or mentally disturbed persons with propensities for violence who indicate disaffection for U.S. Prompt dissemination must be made in such instances to employing Government agency, intelligence organization responsible for security at facility where contact employed and to Secret Service in line with existing agreement pertaining to protection of the President with regard to mentally disturbed persons previously mentioned.

Use airtels to set out leads to identify contacts and their employment. Afford each situation continuous investigative attention to secure information needed to determine if security risk exists or informant or double agent potential indicated. Latter potential, if present, should be controlled at earliest possible time. Investigative and supervisory personnel handling these matters should be thoroughly familiar with instructions previously mentioned. It should not be necessary for Bureau to point them out on individual case basis in future.

Very truly yours,

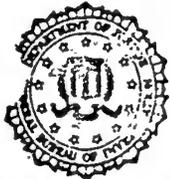
John Edgar Hoover

Director

7/28/70

SAC LETTER 70-38

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 4, 1970

In Reply, Please Refer to  
File No.

(A) "THE INVESTIGATOR" -- In order to insure that each office receives the coverage available to it in "The Investigator," all divisions are urged to submit adequate material for inclusion. Some offices have a good record year after year. Others with a bit more effort could increase their contributions and, by doing so, receive much better representation in the magazine.

I want each SAC to encourage all employees of his Division to fully cooperate with their Associate Editor so that "The Investigator" may reflect the activities and interests of as many employees as possible.

(Security Letter on attached page)

**(B) RACIAL AND SECURITY INFORMANTS --** I am again calling to your attention instructions previously issued concerning the need for strict control of racial and security informants as well as the continuing need for quality informants.

The necessity for in-depth quality informants in the racial and security field is more imperative than ever under present conditions in view of the upsurge in violence. I will not tolerate complacency or backsliding in informant coverage.

There must be close control and supervision of informants as well as the Special Agents handling these informants in this extremely sensitive field. As you are well aware, embarrassment brought about by the activities of an informant in the racial or security field could endanger our entire intelligence gathering operation. Accordingly, you must insure that these matters are given the supervision that is required and you must also insure that all payments to informants are made on a C.O.D. basis and full value is received for each payment made.

I expect quality informants to be developed in these extremist groups at a regular rate and that these informants furnish the necessary intelligence information in order that we can fulfill our obligations.

Very truly yours,

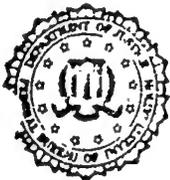
John Edgar Hoover

Director

8/4/70

SAC LETTER 70-40

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

August 17, 1970

(A) INVESTIGATION OF EXTREMIST ORGANIZATIONS -- Recent activities in Latin America as well as in California on the part of revolutionary extremists in the kidnaping of public officials and diplomats for hostage purposes dictate the need for intensification of investigation of such extremist organizations as the Black Panther Party, the Students for a Democratic Society including the Weatherman faction, and similar violence-prone organizations both national and local in scope.

I consider this to be a matter of greatest importance and am holding you personally responsible for the development of informant coverage in these organizations whereby the Bureau is in a position to ascertain the plans of such extremist elements which might call for the abduction or kidnaping of high-ranking Government officials (local and Federal), members of the diplomatic corps, and United Nations officials as well as members of any of their families for hostage purposes.

Your efforts in this regard will be the subject of close scrutiny during future inspections.

Very truly yours,

John Edgar Hoover

Director



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION  
WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

August 25, 1970

(A) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and copies of the changes are enclosed. The new rates for Supplements 26, 27, and 28 are effective for transportation begun on and after July 17, 1970, July 6, 1970, and July 26, 1970, respectively.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

**(B) ELECTRONIC INTERCEPTION -- Attempts to install electronic interception devices have sometimes been handicapped by refusal of the communications carrier or other organization or person to cooperate with law enforcement. Refusal to cooperate was based on a fear of violating the law and of being held either criminally or civilly responsible for the violation.**

The problem appears to be resolved by amendments to the pertinent statutes, enacted as a part of Public Law 91-358, effective July 29, 1970. Briefly, the amendments provide that (1) it shall not be unlawful for the communications carrier or its officer, employee, or agent to cooperate with a law enforcement officer authorized to intercept a wire or oral communication; (2) the court authorizing the interception may direct the carrier or person to cooperate; and (3) if the carrier or person does so cooperate in good faith reliance on legal authorization of the interception he shall have a complete defense to the criminal or civil action which might be brought against him.

The full text of the pertinent amendments reads as follows:

**Sec. 211. (a) Section 2511 (2) (a) of title 18, United States Code, is amended (1) by inserting "(i)" immediately after "(2) (a)"; and (2) by adding at the end thereof the following:**

**"(ii) It shall not be unlawful under this chapter for an officer, employee, or agent of any communication common carrier to provide information, facilities, or technical assistance to an investigative or law enforcement officer who, pursuant to this chapter, is authorized to intercept a wire or oral communication."**

**(b) Section 2518 (4) of title 18, United States Code, is amended by adding after and below paragraph (e) the following:**

**"An order authorizing the interception of a wire or oral communication shall, upon request of the applicant, direct that a communication common carrier, landlord, custodian or other person shall furnish the applicant forthwith**

8/25/70

SAC LETTER 70-45

- 2 -

all information, facilities, and technical assistance necessary to accomplish the interception unobtrusively and with a minimum of interference with the services that such carrier, landlord, custodian, or person is according the person whose communications are to be intercepted. Any communication common carrier, landlord, custodian or other person furnishing such ~~facilities or technical assistance shall be compensated therefor~~ by the applicant at the prevailing rates."

(c) The last sentence of section 2520 of title 18, United States Code, is amended to read as follows: "A good faith reliance on a court order or legislative authorization shall constitute a complete defense to any civil or criminal action brought under this chapter or under any other law."

The quoted provisions take effect February 1, 1971.

Advise all investigative personnel.

(Security Letter on attached page)

8/25/70

SAC LETTER 70-45

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**(C) SECURITY INVESTIGATIONS OF INDIVIDUALS - PHOTOGRAPHS OF SECURITY SUBJECTS --** The Manual of Instructions, Section 87D, page 28, specifies that reasonable efforts should be made to obtain a photograph of the subject during the course of a security investigation. Some offices are not fully complying with this requirement. Reiterate this rule to appropriate Agent and Supervisory personnel and insure strict adherence to it in the future.

**Very truly yours,**

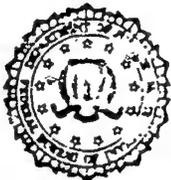
**John Edgar Hoover**

**Director**

**Enclosure for (A)**

**8/25/70**  
**SAC LETTER 70-45**

**- 4 -**



PERSONAL ATTENTION  
SAC LETTER 70-46

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 1, 1970

In Reply, Please Refer to  
File No.

(A) "ATTACK ON TERROR: THE FBI AGAINST THE KU KLUX KLAN IN MISSISSIPPI" -- The Bureau has cooperated with Don Whitehead, author of "The FBI Story," in a new book entitled "Attack on Terror: The FBI Against the Ku Klux Klan in Mississippi." This new book is written in the same interesting, detailed and authentic manner as "The FBI Story." It deals primarily with our investigation of the murder of the three civil rights workers--James Chaney, Andrew Goodman, and Michael Schwerner--near Philadelphia, Mississippi, in June, 1964. Several other civil rights cases solved by the FBI in the 1960's are explained in less detail in the book; and Don Whitehead also cites specific examples of our success at penetrating Klan groups with informants who helped to prevent other acts of violence.

"Attack on Terror: The FBI Against the Ku Klux Klan in Mississippi" has been selected by the publisher, Funk & Wagnalls, as the top book on its Fall, 1970, publication list. Its official publication date is September 15th, and a condensation of it appears in the September, 1970, issue of "The Reader's Digest."

Retail price of the book will be \$6.95. However, through special arrangements with the publisher, the FBIRA will be able to sell the book to FBI employees for \$4.00. Each Office should advise its personnel of the availability of this new book at the discount price of \$4.00. Orders for the book should be submitted to the Bureau by routing slip (Attention: Crime Research Section) accompanied by a check covering the full amount of the order made payable to the FBIRA.

**(B) FLU INOCULATION PROGRAM - 1970-71 --** Flu shots are again being offered to Bureau employees on a voluntary basis at Bureau expense. Although no epidemic is forecast, past experience has demonstrated that such forecasts have not been very accurate. For precautionary health reasons it is desirable to encourage employees to participate in this worthwhile program.

Make arrangements for the initial shot to be given in September, 1970. The booster shot should be administered no later than the middle of November, 1970. Employees who did not receive a flu shot during the last flu season will require the initial and booster shots. Employees who received a flu shot during the last season will require only a single booster shot this coming flu season. If there is any question as to the number of shots necessary, the physicians who will administer your program this year should be consulted. The formula for the Bivalent flu vaccine remains the same as last year. It contains A-2 (Hong Kong Variant) and B strains (Massachusetts Variant). Vaccine should be ordered by routing slip directed to Property Management Unit, Room 5262. Adult and Minor Waiver forms (3-343 and 3-343a, respectively,) should be ordered well in advance of inoculation dates by routing slip to the Supply Unit, Room B-216. When the program is completed and no later than December 31, 1970, advise the Personnel Section by routing slip of the (a) total personnel; (b) number of employees inoculated; and (c) doctor's fee. Waiver forms should be destroyed six months after the current program ends. Secure a commitment now from your supervising physician in order to insure your program will commence in September, 1970.

Before ordering vaccine from the Bureau, canvass your employees to secure the number who are interested in participating so that your order will be accurate. When the vaccine is received it must be kept under refrigeration and you should note freezing destroys its potency. Do not order the vaccine from any source other than the Bureau. Surplus vaccine should be returned Air Mail Special Delivery to the Health Service, Room 4545, Seat of Government, promptly upon completion of the program. You may again pay the supervising physician up to \$100 per day. Give this program your personal attention because greater participation will help to minimize the effects of flu and reduce absenteeism.

9/1/70

SAC LETTER 70-46

- 2 -

(C) AUTOMATIC DATA PROCESSING MATTER - USE OF ELECTRONIC COMPUTERS IN BUREAU CASES -- In a recent decision, the United States Court of Appeals for the Second Circuit placed the Government on notice of its responsibility to make available to the defense the computer programs and related documents used to instruct the computer in preparation of exhibits introduced by the Government.

In view of this decision, in all future cases in which the Bureau's computer facilities are utilized, the appropriate United States Attorney should be referred to case titled "U. S. vs JOHN DIOGUARDI, aka; Johnny Dio, et al," decided 5/27/70, U. S. Court of Appeals, Second Circuit, so that he may be guided accordingly. In addition, when requesting the services of the Automatic Data Processing Center, you should insure that complete and accurate information is furnished the Bureau so that final tabulations, programs, and related materials can be made available without the necessity for last minute changes.

9/1/70  
SAC LETTER 70-46

(D) MAIL - PREPARATION FOR HANDLING BY AUTOMATED POST OFFICE EQUIPMENT -- Post Office Department and General Services Administration have instituted a program for preparation of letter-size (up to 5 3/4" x 11 1/2") U. S. Government mail so it can be positioned, read and sorted for delivery entirely by automatic machines in post offices. Such mail must be prepared in accordance with specific guidelines which are set out in pamphlet "Prepare With Care." Sufficient copies of this publication for your headquarters and each resident agency will be forwarded under separate cover. Assure that your letter-size mail is prepared in conformance with guidelines in referenced pamphlet. If you have any questions concerning these guidelines, consult your local postmaster, and if there is still some doubt, submit your inquiry to Bureau. Appropriate manual revisions will follow.

This letter may be duplicated for distribution to your resident agencies.

9/1/70  
SAC LETTER 70-46

- 3 -

(E) MONDAY HOLIDAY LAW -- When the "Monday Holiday Law" (Public Law 90-363) goes into effect January 1, 1971, Federal holidays will be observed as follows: New Year's Day, January 1, no change; Inauguration Day (Washington, D. C., area only), January 20 (every fourth year), no change; Washington's Birthday, third Monday in February, formerly February 22; Memorial Day, last Monday in May, formerly May 30; Independence Day, July 4, no change; Labor Day, first Monday in September, no change; Columbus Day, second Monday in October, brand-new holiday; Veterans Day, fourth Monday in October, formerly November 11; Thanksgiving Day, fourth Thursday in November, no change; Christmas Day, December 25, no change. Appropriate manual revisions will be issued.

(Security Letter on attached page)

9/1/70  
SAC LETTER 70-46

- 4 -

**(F) NEW LEFT MOVEMENT - VIOLENCE - INTERNAL SECURITY - MISCELLANEOUS (WEATHERMAN) --** The "Declaration of War" reportedly delivered by current Bureau fugitive Bernardine Dohrn in behalf of the Weatherman and the recent violent terroristic acts which have taken lives of Americans and caused serious consequences to the public safety strongly indicate a positive need for aggressive action in the development of informants and sources who can furnish advance information regarding the activities of such organizations.

The terrorist philosophy of the Weatherman, called "Strategic Sabotage," against military and police installations and recently developed intelligence information unquestionably indicate that the FBI, its field offices, and Resident Agencies throughout the country are vulnerable to the terroristic tactics of these madmen. No office can consider itself immune to such action.

The start of school this year will be a springboard for recruiting young people into the various militant youth organizations and the formation of their revolutionary plans.

To alert appropriate military and police officials to the activities of these organizations to enable them to take appropriate action to protect life and property, each Agent should be personally informed of this threat and all security personnel charged with responsibility of developing better informant coverage. Each Special Agent in Charge is personally responsible to insure adequate precautions and plans are taken to protect Bureau personnel and secure Bureau space.

Very truly yours,

John Edgar Hoover

Director

9/1/70

SAC LETTER 70-46

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

September 15, 1970

(A) TRAINING - LEGAL INSTRUCTORS --

The following significant decisions reported in August, 1970, should be read by all Legal Instructors: U.S. v. Pryba, 312 F. Supp. 466 (1970) (D.C.) (Civil Aeronautics Board regulation permitting airline personnel to open suspicious package is constitutional; an airline official's position makes him a credible and reliable informant); U.S. v. Dunnings, 425 F2d 836 (1969) (2d Cir.) (example of strong affidavit for search warrant, based principally on information from confidential informant; permissible to delay execution of search warrant (within ten-day limit) until suspect is in premises); U.S. v. Mitchell, 425 F2d 1353 (1970) (8th Cir.) (example of finding probable cause for arrest from combination of Spinelli and Draper circumstances); U.S. v. Robertson, 425 F2d 1386 (1970) (5th Cir.) (no Miranda warnings required for street interrogation of suspect concerning automobile tag and title registration with defect indicating car possibly stolen); U.S. v. Goad, 462 F2d 86 (1970) (10th Cir.) (arrest of suspect standing in doorway to home, by officers standing outside will not support incidental search of home); U.S. v. Main, 312 F. Supp. 736 (1970) (D.C., Del.) (affidavit for search warrant stated probable cause but contained much of what court labeled "excess verbiage"); U.S. v. Ayers, 426 F2d 524 (1970) (2d Cir.) (lineup requires warning of right to counsel separate and distinct from Miranda warnings given for interrogation); U.S. v. Campbell, 426 F2d 547 (1970) (2d Cir.) (recording of telephone conversation made by consent of one party thereto is admissible in evidence); U.S. v. Bednarski, 312 F. Supp. 913 (1970) (D.C., Mass.) (no Miranda warnings required for use in evidence of books and records voluntarily given to officer by suspect during noncustodial interview); Dess v. Montana, 312 F. Supp. 1325 (1970) (D.C., Mont.) (illustrative discussion of standing to protest unreasonable search and seizure); U.S. v. McKinnon, 426 F2d 845 (1970) (5th Cir.) (search of vehicle at tow-in garage 30 minutes after arrest of accused on highway could not be justified as incident to arrest); Capitoli v. Wainwright, 426 F2d 868 (1970) (5th Cir.) (seizure of package thrown from vehicle lawfully pursued by police was proper as taking of thing abandoned); Woodbury v. Beto, 426 F2d 923 (1970) (5th Cir.) (officers searching suspect's home under search warrant for narcotics taken in armed robbery properly seized gun, not mentioned in warrant, as instru-

mentality of robbery); U.S. v. Kroslack, 426 F2d 1129 (1970) (7th Cir.) (defendant's right against self-incrimination is violated when officer testifies that defendant, on interview, refused to talk); Bosley v. U.S., 426 F2d 1257 (1970) (D.C.) (Miranda requires officers to warn an arrested suspect of his rights as soon as practicable after arrest); U.S. v. Gonzalez-Perez, 426 F2d 1283 (1970) (5th Cir.) (search of arrestee is incident to arrest when made shortly after at jail or place of detention rather than at actual time and place of arrest; search of woman's pocketbook sitting on coffee table in room in which she was arrested on narcotics charges was proper).

(Security Letters on attached pages)

9/15/70  
SAC LETTER 70-48

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**(B) NEW LEFT AND BLACK EXTREMIST TERRORISM - INFORMANT COVERAGE** -- You have been advised in the past of the growing incidents of terroristic acts by the New Left and black extremists and the need for intensification of our investigations and development of new sources to combat these escalating problems.

However, a review of the New Left Movement - Violence airtels submitted monthly by each field office indicates generally that your informant coverage of terrorist organizations and individuals is grossly inadequate.

You are, therefore, instructed to immediately institute an aggressive policy of developing new productive informants who can infiltrate the ranks of terrorist organizations, their collectives, communes and staffs of their underground newspapers. The Bureau fully recognizes that the development of sources to penetrate these groups is made extremely difficult because of their immoral conduct and use of drugs. It calls for initiative and new approaches to develop the needed intelligence information.

Concerning black extremists, it is essential that quality informants are developed at a regular rate. These informants should be the type who can obtain advance information concerning planned acts of violence or who are in a position to furnish information concerning contemplated acts of violence.

You should include in Item 4 of your monthly airtel on "New Left - Violence; Internal Security - Miscellaneous (Weatherman)," as outlined in Bureau airtel to all offices May 13, 1970, constructive plans to implement the program outlined above concerning New Left terrorist organizations through informant development. Recommendations relating to the development of a specific source or plan of action should be submitted to the Bureau by separate communication.

9/15/70

SAC LETTER 70-48

- 3 -

**(C) SECURITY AND RACIAL INFORMANTS** -- Never in our history have we been confronted with as critical a need for informant coverage. Terroristic violence surrounds us and more has been threatened. Bombings, assassination of police officers, kidnapping and murder are all part of the picture. Fanatics are at large who are at war with the Government and the American people. Particularly critical is the need for reliable information about the activities of violence-oriented youthful groups on campus.

As you are aware, you have been previously instructed not to use campus student informants under the age of 21. In view of current circumstances, you are authorized to develop student security and racial informants who are 18 years of age or older. This presents you with a tremendous opportunity to expand your coverage, which is expected. However, in no way are your obligations to exercise selectivity and tight control lessened in this most sensitive area.

Appropriate manual and handbook changes are forthcoming.

Very truly yours,

John Edgar Hoover

Director

9/15/70

SAC LETTER 70-48

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PERSONAL ATTENTION  
SAC LETTER 70-61

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

November 3, 1970

(A) HOLIDAY LEAVE POLICY -- Requests for annual leave during the Christmas-New Year's holidays may be granted to the extent the employees' services can be spared, with preference given those who have not had a vacation during the year for leave over one holiday or both.

No leave without pay for absence during the holiday period will be approved. All employees, particularly those who plan long distance holiday travel, must bear this in mind.

The 1970 leave year does not end until January 9, 1971. Employees having a maximum accumulation of thirty or more days should understand that leave earned in the current leave year but unused at the close of the leave year is forfeited. Likewise, an employee with a maximum accumulation exceeding thirty days will lower it if he uses more leave during the year than he earns. Your leave schedule must if possible be so arranged as to permit employees to take annual leave they request and which they would otherwise lose. The Bureau's concurrence must be secured when it is proposed to deny an employee's request with the result he will forfeit leave.

11/3/70

SAC LETTER 70-61

(B) TRAINING FILM ENTITLED "PHYSICAL EVIDENCE" -- The Bureau has prepared a new training film entitled "Physical Evidence." This is a 16 millimeter, color, sound film, and it is to be used before law enforcement groups only. A permanent retention copy is being forwarded to you.

(C) FILM ENTITLED "BANK ROBBERIES" -- The Bureau has prepared a new film entitled "Bank Robberies." This is a 16-millimeter, black and white sound film which has a running time of approximately eight minutes.

It highlights the confusion caused by conversation between witnesses and the contamination of the crime scene which often occurs following bank robberies. The film stresses that bank employees should strive to observe the bank robber closely during the robbery, be prepared to provide law enforcement officers with details of the bank robbery accurately, and endeavor to carefully preserve the crime scene in order that it may be properly processed for evidence following the crime. Film footage from actual bank robberies is used to illustrate the points we wish to make.

This film is intended for your use in connection with lectures on bank robbery before banking personnel and may also be utilized in training programs dealing with this subject. It is felt that as a visual aid it will have a stronger impact on the viewer if it is presented in connection with an appropriate lecture by the Bureau representative showing it.

A permanent retention copy is being forwarded to you.

11/3/70

SAC LETTER 70-61

(D) EYEWITNESS IDENTIFICATION -- The United States Court of Appeals for the Third Circuit recently held that once an accused has been arrested he has a constitutional right to the presence of counsel at any post-arrest exhibition of identification photographs to witnesses who later testify at trial to that identification. U. S. v. Zeiler, 427 F2d 1305 (1970).

The Zeiler decision is contrary to an earlier decision in the same circuit, U. S. v. Conway, 415 F2d 158 (1969); reh. den. 422 F2d 388. Moreover, both the Second Circuit in U. S. v. Bennett, 409 F2d 888, cert. den. sub nom. Haywood v. U. S., 396 U.S. 852, reh. den. 396 U.S. 949 (1970), and the Fifth Circuit in U. S. v. Ballard, 423 F2d 127 (1970), held that the accused under arrest is not entitled to have counsel present at a post-arrest photographic identification. In

11/3/70

SAC LETTER 70-61

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Ballard the Fifth Circuit cited Rech v. U. S., 410 F2d 1131 (1969) (10th Cir.), cert. den. 396 U.S. 970, and U. S. v. Robinson 406 F2d 64 (1969) (7th Cir.), cert. den. 395 U.S. 926, as well as Bennett, supra, in support of its position. Tafoya v. Eyman, 315 F. supp. 204 (1970) (D.C., Ariz.), agrees with Bennett and Ballard.

This split among the circuits leaves some uncertainty. For your guidance it can be said that the preferred method of eyewitness identification in any post-arrest situation is in using the lineup only. This procedure avoids raising the referenced question on which the circuits are in disagreement. It also avoids that due process question which is raised when the accused on trial contends that because of the characteristics of the photographs shown, or the manner in which they were exhibited, the investigating officers were in effect "suggesting" to the witness that photograph which was the correct one to choose.

The rule stated immediately above is inadequate, however, for three reasons. First, it fails to recognize the fact that in Bennett and other cases the sometimes valuable technique of post-arrest identification by photograph has been permitted. Second, it fails to recognize an apparent conflict between Zeiler and Conway in the Third Circuit. Third, it fails to recognize any one of the many special circumstances which might modify the position taken in Zeiler.

The technique of post-arrest identification by photograph may be used, when believed necessary, in cases to be tried in those circuits and districts in which it has been approved. If in doubt on the rule in your circuit or district, consult the U. S. Attorney. In cases to be tried in the Third Circuit, and in circuits and districts which have taken no position on this question, the technique may be used, when believed necessary, on the approval of the U. S. Attorney.

These instructions assume that in all photographic identifications the characteristics and the numbers of the photographs used, and the manner in which they are displayed, will be such that there is nothing to suggest to the witness which photograph he should select.

Advise all investigative personnel.

11/3/70  
SAC LETTER 70-61

**(E) TRAINING - LEGAL INSTRUCTORS --**

The following significant legal decisions reported in September, 1970, should be read by all Legal Instructors: U. S. v. Freeman, 426 F2d 1351 (1970) (9th Cir.) (common stairways of a multi-tenant apartment house are not the curtilage of any tenant); Louie v. U. S., 426 F2d 1398 (1970) (9th Cir.) (full text of approved FBI search warrant in check-forgery case); Corcoran v. U. S., 427 F2d 16 (1970) (9th Cir.) (Federal statute requiring officer to give notice of authority and purpose before breaking and entering premises does not require that officer also make explicit request to enter); Howell v. Cupp, 427 F2d 36 (1970) (9th Cir.) (good example of lawful police seizure of evidence of a different crime after arrest for driving while intoxicated); U. S. v. Izzi, 427 F2d 293 (1970) (2nd Cir.) cert. den. 90 S. Ct. 2244 (right against self-incrimination not violated by introduction in evidence of defendant's handwriting exemplars compelled by court order issued on request of prosecutor); U. S. v. Alexander, 313 F. Supp. 687 (1969) (D. C., Minn.) (full text of FBI search warrant affidavit on which hard core pornography properly seized without prior adversary hearing on obscenity issue); U. S. v. Diaz, 427 F2d 636 (1970) (1st Cir.) (Miranda warnings not necessary when sole purpose of on-the-scene questioning is good faith attempt to determine identity of person whom officer has reason to question. See SAC Letter 69-70 (B) on following same rule in deserter cases); Loyd v. Douglas, 313 F. Supp. 1369 (1970) (D. C., Iowa) (police field interrogation is constitutional. This opinion includes an unusually complete analysis of the problem and the practice); U. S. v. Phillips, 427 F2d 1035 (1970) (9th Cir.) (dress of suspect in lineup should not differ from that of other persons exhibited - see dissenting opinion); U. S. v. Christian, 427 F2d 1299 (1970) (8th Cir.) (officer's court testimony to defendant's confession should make no reference to earlier and different criminal offense); U. S. v. Taylor, 428 F2d 515 (1970) (8th Cir.) (good example of probable cause search of vehicle standing on curtilage of the accused); Hanger v. U. S., 428 F2d 746 (1970) (8th Cir.) (full text of approved affidavit for search warrant in bank robbery case.)

(Security Letters on attached pages)

11/3/70

SAC LETTER 70-61

- 4 -

(F) EVALUATING INFORMANTS -- Bureau has noted recent tendency of field to evaluate informants who have furnished reliable information in the past as being "of known reliability."

SAC Letter 55-26 dated March 29, 1955, Paragraph E, specifically instructed that an informant was not to be classified as being "of known reliability" but rather when pertinent as one "who has furnished reliable information in the past." Manual of Rules and Regulations, Part II, Section 4, Page 20, sets forth guidelines and terminology to be used in describing reliability of informants. No provisions are made therein for use of phrase "of known reliability," and it should not be used.

11/3/70

SAC LETTER 70-61

INFORMATION RECEIVED FROM  
A FOREIGN INTELLIGENCE AGENCY

11/3/70

SAC LETTER 70-61

- 5 -

INFORMATION RECEIVED FROM A  
FOREIGN INTELLIGENCE AGENCY

Very truly yours,

John Edgar Hoover

Director

11/3/70  
SAC LETTER 70-61

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

November 10, 1970

(A) GENERAL SERVICES ADMINISTRATION (GSA) - FUNDING FOR ADDITIONAL BUILDING SECURITY -- As a result of additional security measures being implemented by GSA for protection of Federally owned and occupied buildings under its control, requests may be received locally from GSA representatives for financial assistance from occupants of such buildings to aid in defraying the cost of additional building security.

Should such a request be received by you or your office, the inquirer should be advised that the FBI does not have funds available for this purpose as our funds have previously been allocated. The Bureau should be advised of any such instances.

11/10/70

SAC LETTER 70-64

(B) THOMPSON SUBMACHINE GUN -- In view of the infrequent use of the .45 caliber Thompson Submachine Gun (TSMG) by Special Agents in Bureau cases, all training and issuance of this weapon are being discontinued. Each field office may retain on inventory three TSMGs, carrying cases, and the ammunition in stock for use of the firearms instructors in connection with police firearms schools. Each SAC will advise the Bureau by November 20, 1970, the number of TSMGs and carrying cases to be declared surplus and list them by serial number and note the condition of each (excellent, very good, and fair). You will retain all these weapons in your office until instructions are received as to the desired disposition of same.

*Reviewed by  
70-64-114  
8/17/75*

(C) FRAUDULENT USE OF CREDIT CARDS - PUBLIC LAW 91-508,  
SECTION 134 -- On October 26, 1970, the President signed into effect  
the captioned Public Law. Section 134 is as follows:

"Whoever, in a transaction affecting interstate or  
foreign commerce, uses any counterfeit, fictitious,  
altered, forged, lost, stolen, or fraudulently obtained  
credit card to obtain goods or services, or both,  
having a retail value aggregating \$5,000 or more,  
shall be fined not more than \$10,000 or imprisoned  
not more than five years, or both."

Advice has not as yet been received from the Department as  
to which agency will be charged with the investigative responsibility  
concerning Section 134.

In the event any violations under Section 134 are referred to  
your Division, conduct no investigation and advise the Bureau immediately.  
At such time as investigative jurisdiction for Section 134 is designated,  
you will be advised.

(Security Letter on attached page)

11/10/70  
SAC LETTER 70-64

- 2 -

(D) AGITATOR INDEX -- As result of discussion by field racial supervisors at recent Bureau conference, the Agitator Index (AI) is being revised to delete those agitators who are also included on Security Index (SI). AI will, henceforth, include individuals who qualify for inclusion thereon but who do not meet criteria for inclusion on SI. Manual changes follow.

Promptly submit FD-397 under individual captions concerning deletion from AI of those subjects who are also included on SI.

Very truly yours,

John Edgar Hoover

Director

11/10/70

SAC LETTER 70-64

- 3 -



In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
SAC LETTER 70-72

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

December 29, 1970

(A) EXPANSION OF FOREIGN LIAISON -- The following new liaison offices are being opened, and investigative leads for them may be forwarded to the Bureau:

- (1) Beirut, Lebanon, covering Lebanon.
- (2) Caracas, Venezuela, covering Colombia, Ecuador, French Guiana, Guyana, Surinam, and Venezuela.
- (3) Copenhagen, Denmark, covering Denmark, Finland, Norway, and Sweden.
- (4) La Paz, Bolivia, covering Bolivia and Peru.
- (5) Managua, Nicaragua, covering British Honduras, Costa Rica, El Salvador, Guatemala, Honduras, Nicaragua, and Panama.
- (6) Tel Aviv, Israel, covering Israel.

In addition to the new posts, liaison is being intensified in the already existing offices with the following territorial changes:

Buenos Aires, Argentina, will cover Paraguay; Bonn, Germany, will cover Austria; and Rome, Italy, will cover Cyprus and Turkey.

Our personnel abroad, particularly in the countries being covered for the first time, will be in need of high-level and other contacts who can assist them in the successful conduct of their missions. In this regard, each Special Agent in Charge should furnish the Bureau within fourteen days of the receipt of this letter, under the above caption, the following:

- (1) The identities of any current or former established sources who are now residing in any of the countries visited by our Legal Attaches.
- (2) The identities of individuals in any of those countries who may be known to personnel of your office and who may have or be able to secure information of value to our Legal Attaches.

12/29/70  
SAC LETTER 70-72

Very truly yours,

John Edgar Hoover

Director



PERSONAL ATTENTION  
SAC LETTER 69-4

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 14, 1969

In Reply, Please Refer to  
File No.

(A) IDENTIFICATION MATTERS - REQUEST FOR CHECK OF IDENTIFICATION DIVISION RECORDS - SUBMISSION OF LATENT FINGERPRINT EVIDENCE AND REQUEST FOR TESTIMONY OF LATENT FINGERPRINT EXAMINERS -- In the past year the Identification Division name files grew to a record 168 million index cards representing approximately 82 million persons. Also, requests of the Latent Fingerprint Section for latent print examinations, testimony and training continued to increase at an unprecedented rate. The great demands being made on these facets of the Bureau's operation necessitate that current procedures be reviewed at this time and that all investigative personnel be reminded to follow these procedures in order to be assured of continued, prompt and positive handling of their requests.

When requesting a name search it should be borne in mind that the Identification Division's name indices and fingerprint records are keyed to FBI, local arrest, and military service numbers; therefore, this information should be furnished at all times, where possible, to assist in the search and further for the purpose of providing a positive reply. Also, in view of the present size of the name files, requests for searches of common names should be avoided until sufficient identifying data is obtained and submitted to aid in the search.

In making requests for the services of the Latent Fingerprint Section the following procedures should be borne in mind: (1) When submitting evidence for examination the original items should be submitted wherever possible instead of photographs of the latent lifts. If the original items cannot be submitted, of course, photographs will suffice. (2) Requests for the appearances of Fingerprint Examiners at preliminary and grand jury hearings should be discouraged and in lieu of such appearances the appropriate Latent Fingerprint Section reports should be used if at all possible. (3) The Bureau should be given as much advance notice as possible when requesting testimony of Fingerprint Examiners so as to avoid any conflicts in court commitments. (4) All cancellations of testimony should be furnished to the Bureau by the most expeditious means to preclude possible unnecessary travel. (5) Prosecuting attorneys should be encouraged to release Fingerprint Examiner personnel as soon as possible after testimony.

The above information should be brought to the attention of all investigative personnel for guidance in handling their work and in counseling local authorities.

1/14/69

SAC LETTER 69-4

(B) BUREAU APPLICANTS - CLERICAL RECRUITMENT PROGRAM - INTERVIEW OF MALE APPLICANTS -- All male applicants registered for Selective Service, whether classified or not, must be specifically questioned as to whether they have or intend to request any special selective service classification, such as I-A-O (conscientious objector available for noncombatant military service only), I-Y (registrant qualified for military service only in time of war or national emergency), IV-F (registrant not qualified for any military service), etc. Results of inquiry should be set forth under general comments, item 35, of the FD-190, Interview Form. If the inquiry is answered in the affirmative, the applicant must execute a written release permitting the Bureau to obtain any necessary information from the Selective Service Board pertaining to his classification. Appropriate manual changes will be forthcoming.

1/14/69

SAC LETTER 69-4

(C) ACCOMPLISHMENTS - CONVICTIONS -- With the change in the administration on January 20, 1969, and with a new Attorney General heading the Department of Justice, it is conceivable that within the next few months there will be several changes in United States Attorneys' offices throughout the country. It is your responsibility to thoroughly indoctrinate new United States Attorneys and new Assistant United States Attorneys immediately upon their assumption of office. It is incumbent on you to stress the necessity of prosecuting all violations within the Bureau's investigative jurisdiction and the need for all United States Attorneys to adopt a prompt and aggressive prosecutive policy.

You are again reminded that you must closely follow the personnel situation as regards Federal Judges and in the United States Attorneys' offices. If any shortage exists which has an effect on the handling of our cases such shortage must immediately be brought to the attention of the Bureau.

1/14/69

SAC LETTER 69-4

- 2 -

**(D) FBI NATIONAL ACADEMY ASSOCIATES RETRAINING SESSIONS FOR 1969** -- Advise the Bureau, Attention: Training Division, by June 1, 1969, the dates and places of your 1969 retraining sessions for graduates of the FBI National Academy. If your retraining session will be held in advance of that date, Bureau should be given at least 30 days' notice. The Bureau should be furnished with the detailed program to be followed, and your personal attention should be given to the planning of these sessions to make certain that the emphasis is on subject matter of value and interest to the graduates who will attend.

All correspondence should be directed to the Bureau, Attention: Training Division, and should be submitted on an unless-advised-to-the-contrary-by-Bureau (UACB) basis.

You are reminded that there will be a Sectional Retraining Session in Section III (Southeastern States) from July 13-16, 1969, at the Americana Hotel, Bal Harbour, Florida. No regularly scheduled chapter retraining sessions should be held in Section III during 1969. Graduates from the Southeastern States as well as from the rest of the chapters should be invited to participate in your field firearms training programs, police schools, and other Bureau functions.

To assist the host Florida Chapter in Miami, each Special Agent in Charge of field offices located in states making up Section III should make certain that all eligible graduates in their territories are aware of the retraining session in Bal Harbour and have notified the secretary of their own chapter whether they expect to attend.

Any graduate in good standing is welcome to attend Sectional Retraining Sessions whether or not he works in that section. Any graduate expecting to attend the Sectional Retraining Session in 1969 should be advised to make proper reservations through the host chapter without delay. Each SAC must give his personal attention to stimulating interest in not only the Sectional Retraining Session in Florida but also each of the other chapter retraining sessions.

1/14/69

SAC LETTER 69-4

- 3 -

**(E) PROGRAM JUSTIFICATION, U. S. ATTORNEYS AND THE EXECUTIVE OFFICE FOR U. S. ATTORNEYS** -- One of our field offices on a confidential basis obtained a copy of captioned document which was prepared by the Department of Justice. It is probable other U. S. Attorneys have received a copy of this document.

In summary, the Department apparently prepared this document in an effort to consider certain prosecutive priorities recognizing the increase in Federal crime and the limited manpower available to prosecute violators.

Some of the views set forth in this document were previously brought to the Bureau's attention, and we submitted our observations relative to those items falling within our jurisdiction and interest. With reference to the proposal concerning prosecution of Interstate Transportation of Stolen Motor Vehicle (ITSMV) subjects, we have told the Department that we feel that prosecution of ITSMV violators should not be restricted to commercial cases and adults but rather each case should be considered on its individual merits. Our expression has never been acknowledged by the Department.

It would appear the items concerning prosecution as set forth in the captioned document are suggestions which could be followed and are not at this point binding on all U. S. Attorneys. We know from experience that many U. S. Attorneys continue to authorize Federal prosecution for ITSMV violators in other than commercial cases and in aggravated situations where juveniles are involved.

This is being brought to your attention so you will be aware of this document and the Bureau's position with regard to prosecution of ITSMV cases.

1/14/69  
SAC LETTER 69-4

- 4 -

**(F) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1969 -- Attached are copies of the Field Firearms and Defensive Tactics Training Program for the 1969 calendar year.**

**Relative to ammunition orders, you should estimate your ammunition needs as accurately as possible, taking into consideration National Academy associates who attend field firearms training sessions. Ammunition orders for the period of August 1, 1969, to January 31, 1970, should be submitted to reach the Bureau no later than May 1, 1969. Ammunition needed for the period February 1, 1970, to July 31, 1970, must be ordered no later than November 1, 1969.**

**1/14/69  
SAC LETTER 69-4**

**- 5 -**

(G) DESERTER MATTERS - SANCTUARY SITUATIONS -- There have been several instances in the recent past where servicemen have taken so-called "sanctuary" in churches or other public buildings.

The Department of Defense has issued instructions to all branches of the military which clarifies the jurisdiction for this type of case. Briefly, the responsibility remains with the military to apprehend deserter fugitives in all instances where both deserter fugitives and other absentees are present in the same "sanctuary" since it has the authority to arrest both deserters and those in absent without leave status. The Bureau will only make the apprehension where the deserter fugitive investigation was in progress prior to the time information is developed that the fugitive is in a so-called "sanctuary" and there are no other military absentees present. If we have been investigating a deserter and he takes sanctuary while we are looking for him, we will handle the sanctuary situation.

You should be alert in this type of case to any possible violation of Title 18, Section 1381, United States Code, (FBI Handbook, Part III, page 83b) for harboring a deserter, enticing or procuring desertion or refusal to give up a deserter upon demand of an authorized officer. Facts indicating a possible violation of this statute should be presented to the United States Attorney.

1/14/69

SAC LETTER 69-4

(H) CIVIL SERVICE STATUS - NATIONAL GUARD TECHNICIANS -- Effective 1-1-69, National Guard technicians will assume status as civil service employees of the Department of the Army and the Department of the Air Force in conformance with provisions of Public Law 90-486, the National Guard Technicians Act of 1968. The implication of these employees in allegations relative to fraud, bribery, or related violations would, subsequent to 12-31-68, bring such activity within the possible scope of Federal criminal statutes. Of course, allegations relating to a period prior to 1-1-69 would have occurred while such individuals were state employees and should continue to be referred to the appropriate authorities.

(Security Letter on attached page)

1/14/69

SAC LETTER 69-4

- 6 -

**(I) INSTRUCTIONS FOR THE PREPARATION OF EXPLOSIVE AND INCENDIARY DEVICES BY TERRORISTS - SABOTAGE --** For your possible assistance in sabotage or other investigations within the Bureau's jurisdiction involving explosive or incendiary devices, there are attached for each office two copies of a translated reproduction of instructions in Spanish reportedly seized by the Venezuelan National Guard from a terrorist. Believed to be of Cuban origin, these instructions relate to the preparation of components as well as finished explosive and incendiary devices.

Bureau experience with bombing matters has not revealed any specific instances where the device used was prepared from these instructions. Nevertheless, they should be brought to the attention of investigative personnel and should be considered by them during investigations as noted above, particularly where Cubans (either pro-Castro or anti-Castro) or Cuban-trained suspects are involved. In the latter category might be included also any extremist militants of the New Left or Black Power movements who may have visited Cuba, received training there, or who have Cuban contacts with subversive backgrounds. Any specific example or indication that a device was prepared from these instructions should be brought promptly to the Bureau's attention.

The foregoing in no way alters standing instructions concerning the handling of explosives by Bureau personnel. As in the past, they should be guided in such matters by instructions in the Agent's Handbook, Part III, Chapter 65, page 160, and the Manual of Instructions, Section 86, pages 5 and 7.

Very truly yours,

John Edgar Hoover

Director

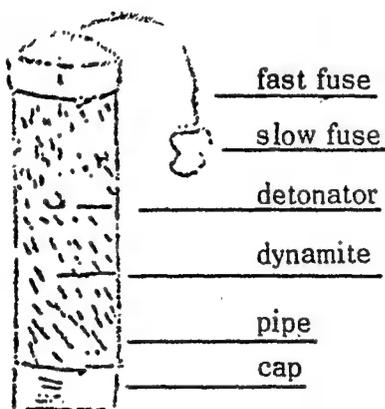
Enclosures for (F) & (I)

1/14/69

SAC LETTER 69-4

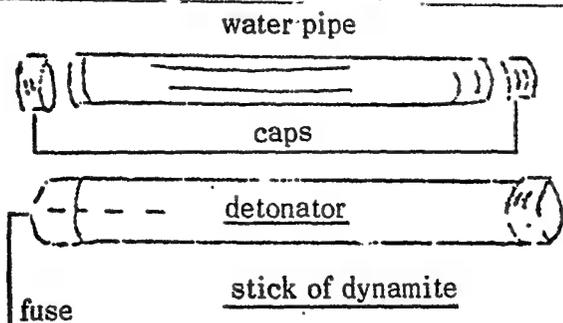
- 7 -

bomb - TNT - is made with a steel or iron pipe. It should have two screw-on caps, one of which will hold the fuse.



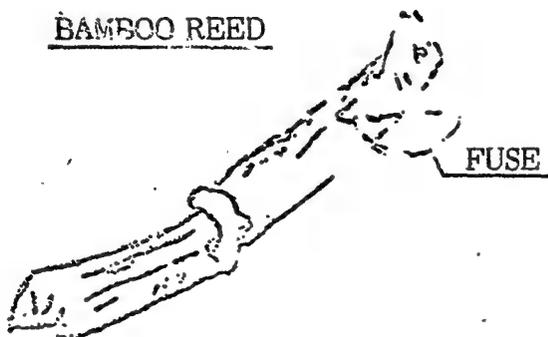
THE DIMENSIONS MAY VARY

JUNIOR NIPPLE BOMB



Note: Test duration of fuses

BAMBOO REED

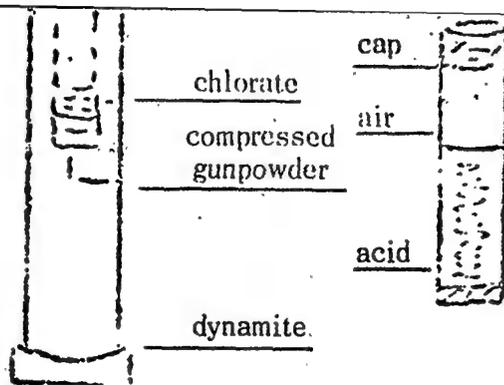


Fill with explosive charge, cover both ends firmly and place fuse on one side.

USE GUNPOWDER

TIME NIPPLE

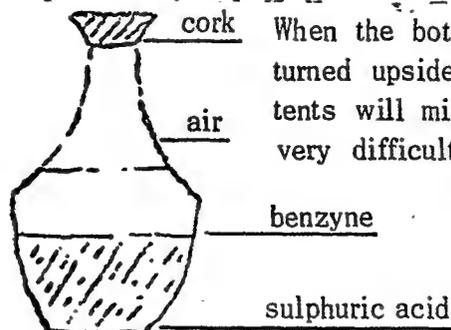
It differs from a fuse nipple in that it explodes by chemical reaction. Leave some place inside to fit a small container, filled with sulphuric acid, with a cork as a stopper.



Place little tube inside nipple, with the cork facing down; when it dissolves, the acid will fall on the chlorate and provoke a fire, which will make the gunpowder and dynamite blow up.

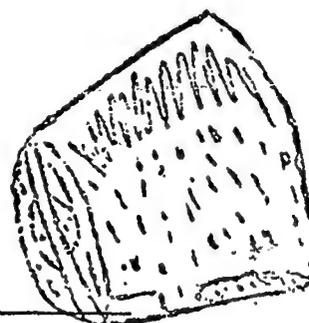


BOOBY TRAPS



When the bottle is shaken or turned upside down, its contents will mix causing a fire very difficult to extinguish.

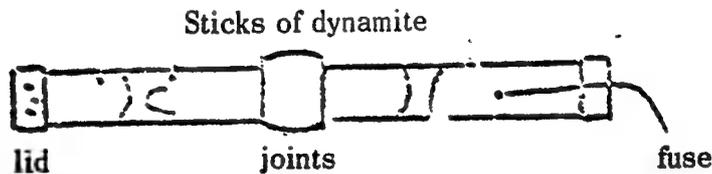
Capsule with a mixture of sugar and potassium chlorate, inside a cork, covered with very soft tissue paper.



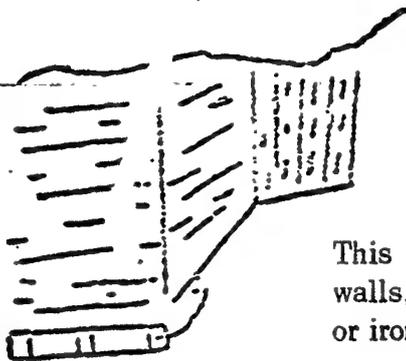
toilet paper

Consists of waterpipe filled with dynamite sticks, closed on one end and put together by means of joints, so it can be made as long as desired. At the other end, place fuse with its blasting cap.

OBSERVE THE DIAGRAM



Note: These rockets are very effective against cement columns, sewers, etc.

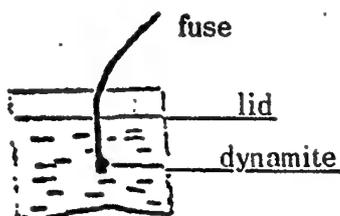
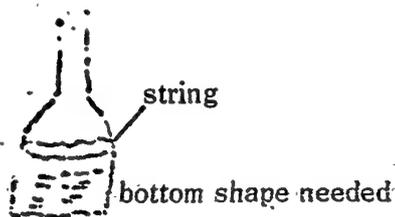


This rocket will knock down walls, wire fences and wood or iron doors.

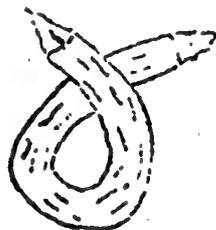
They are very effective if covered with stones and dirt.

BOMBS TO SABOTAGE MOTORS, DYNAMOS, MACHINERY, ETC.

Wet a piece of string with gasoline or alcohol, tie it around a bottle and set fire to it; the bottle will be broken right where the burning string is. Fill up the bottom part of the bottle with dynamite, put in a fuse with its blasting cap and cover it, leaving only a small opening for the fuse. Place it over whatever is going to be harmed, securing it conveniently. When it explodes it will penetrate through six inches with a diameter like that of the bottle.



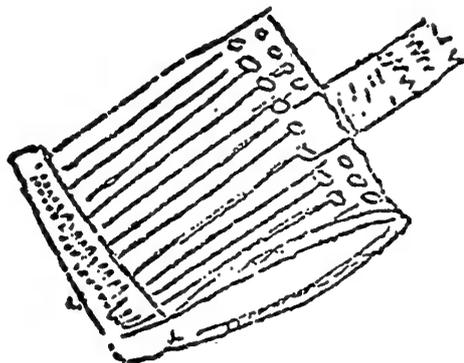
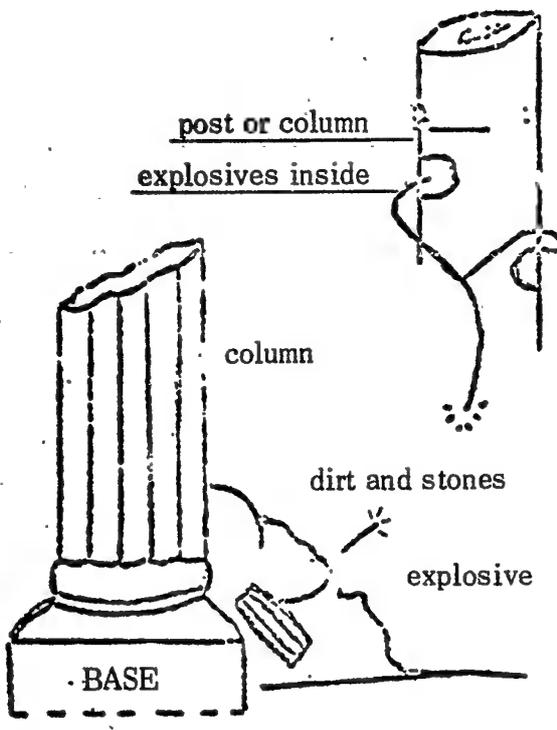
bomb is ready



Blackened tacks don't shine at night. Twisted nails, tacks, etc., if scattered during the night, will obstruct traffic on the roads. For sabotaging cars one can also put water or sugar in the gas tank and emery in the oil tank. To prepare fuses, dip strings in glue and put in gunpowder.

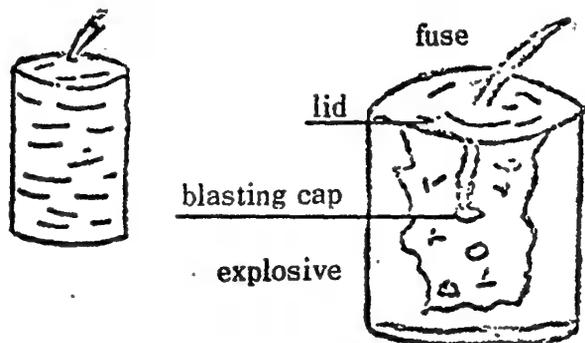
DEMOLITIONS — OBSTRUCTIONS

To destroy columns, pillars, posts, place explosives the way indicated below. The more resistant the material, the bigger the explosive.



Place a lighted cigarette between the matches of a book of matches. Place it over any readily-combustible material.

HAND GRENADE



Fill up a can with dynamite and iron scraps, nails, bolts, etc. Place a four or six-second fuse with blasting cap in the dynamite. To throw it, light the fuse and then throw it quickly.

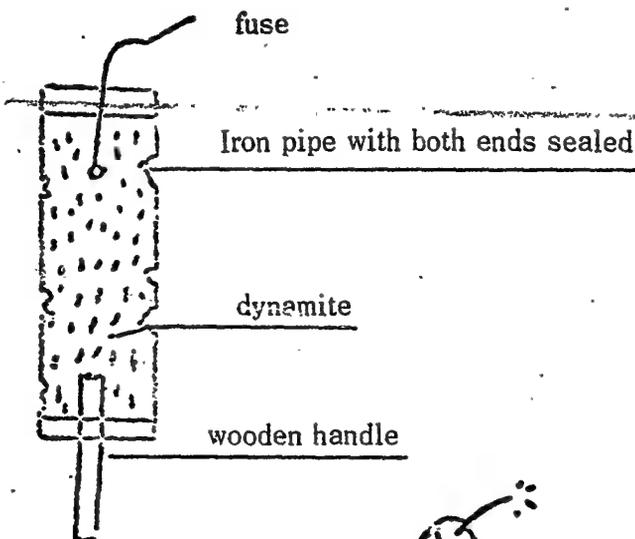
GUNPOWDER CAN BE USED INSTEAD OF DYNAMITE. AS A BLASTING CAP, A BULLET CARTRIDGE WITH ITS CONTENTS CAN BE USED.

BOMBS TO USE AGAINST CARS, TRUCKS, JEEPS, ETC.

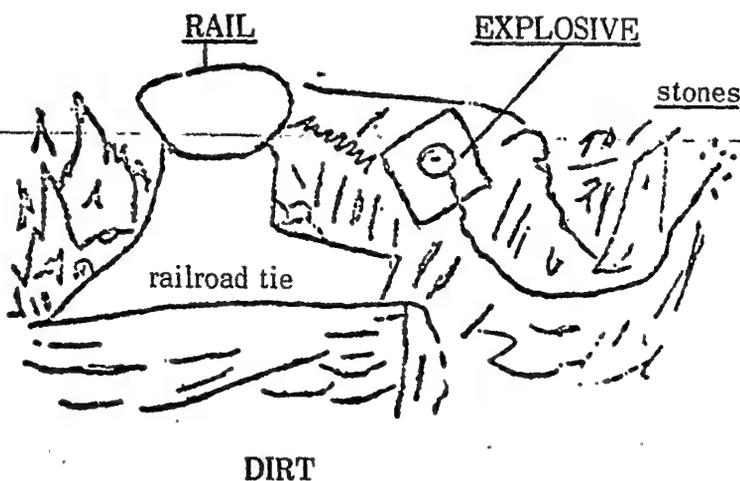


It consists of a stick of dynamite with an insulating tape, wire and more insulating tape.

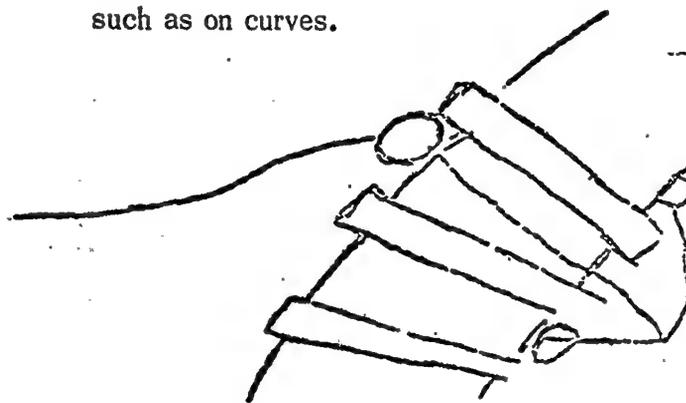
HAND GRENADE



Little filings on pipe  
Light it and throw it

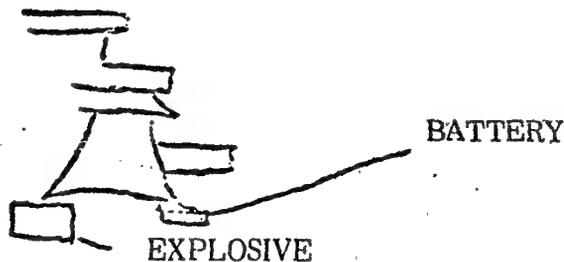


THE EXPLOSIONS SHOULD BE MADE WHERE IT WILL BE DIFFICULT to repair, such as on curves.



BOOBY TRAPS

DEATH STEPS



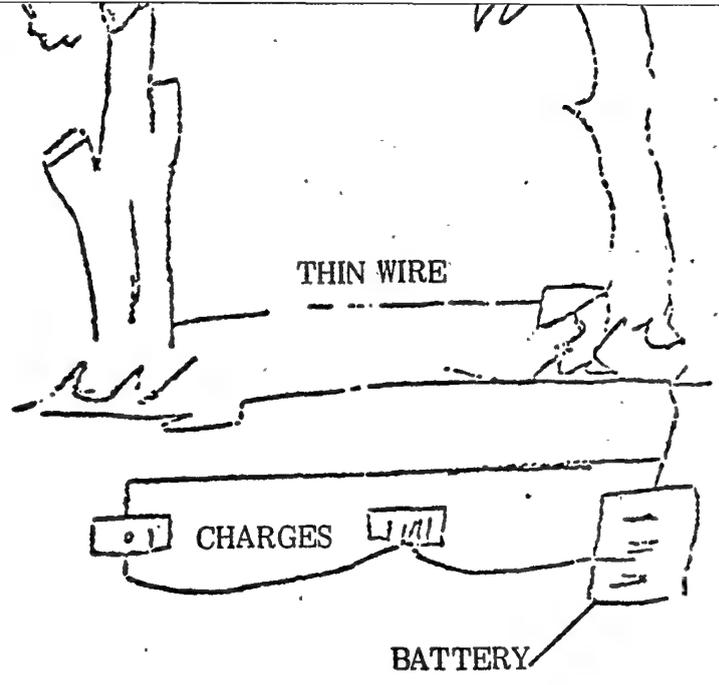
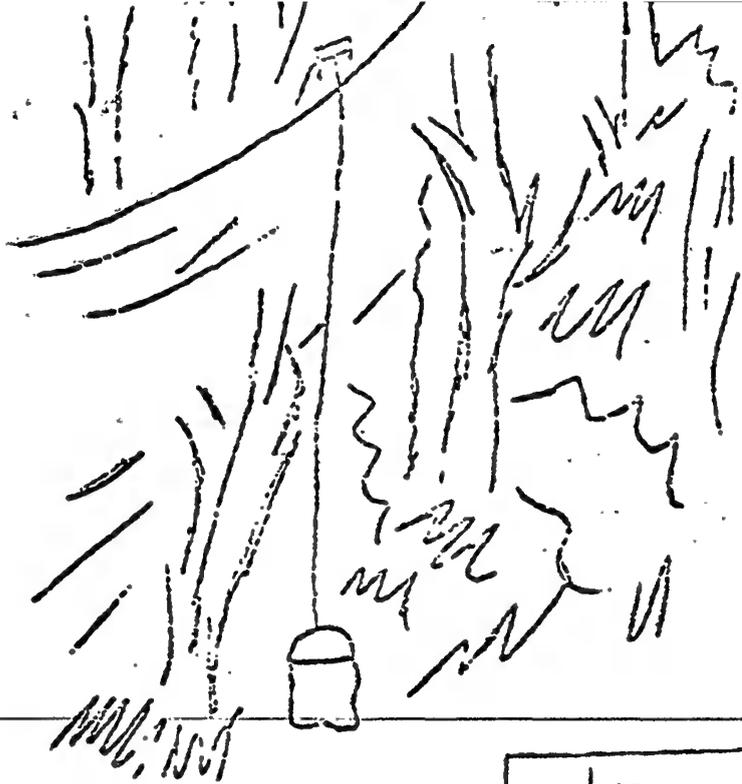
CONTACTS



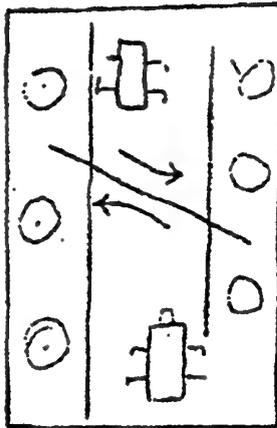
SPONGE THAT ACTS AS A SPRING

The filings or small incisions on the pipe will cause the bomb to break down to small fragments which will scatter in all directions.

A four to eight second fuse should be used. IT IS NECESSARY TO HAVE CALCULATED IT BEFORE PUTTING THE BOMB TOGETHER.

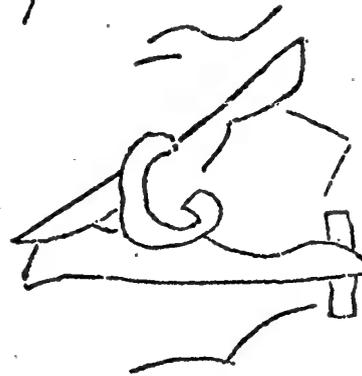


During the night, set up a greased cable diagonally across the road, about 1½ feet high. When the vehicle touches the cable, it will veer off to one side. The cable should be made of dull steel and should be very tight.



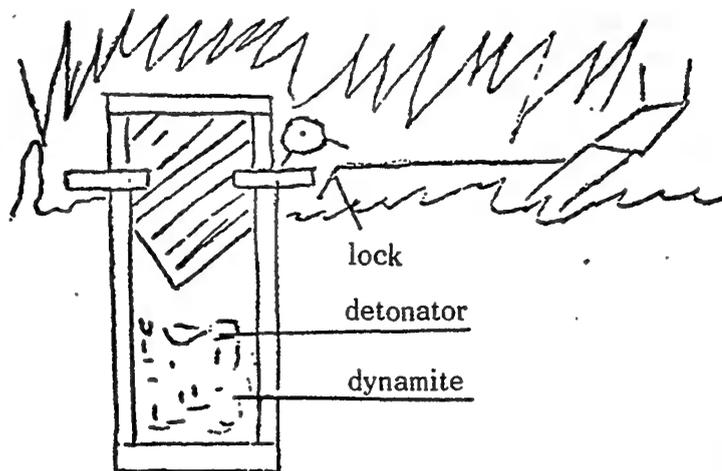
When wire is tripped it pulls out wood wedge, thereby closing the circuit which will cause the explosion.

WOOD WEDGE BETWEEN ENDS OF A CLOTHES-PIN.



CONNECTOR

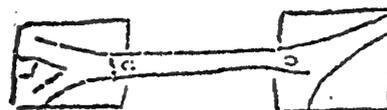
TOP PART OF HIDDEN MINE.



CLOTHES PINS - A MINE TO BLOW UP SMALL TANKS, CARS. STRONG CHARGES SHOULD BE USED TO SECURE COMPLETE SABOTAGE.



Way of securing wire to the connecting terminals.

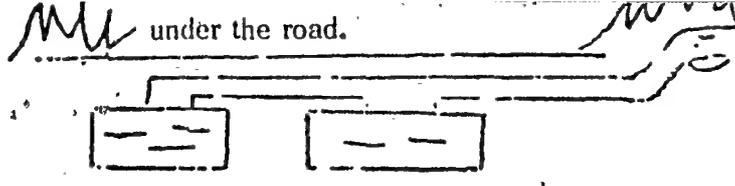


Place terminals on two pieces of wood, connected by a metal sheet. When this device is stepped on, the terminals will come together closing the circuit what will explode the mine, which can be placed under the contact or some distance away, but always buried under the road.

THE DRAWING CLEARLY EXPLAINS HOW THE MINE WORKS. THE CHARGE IS PLACED INSIDE AN IRON PIPE.



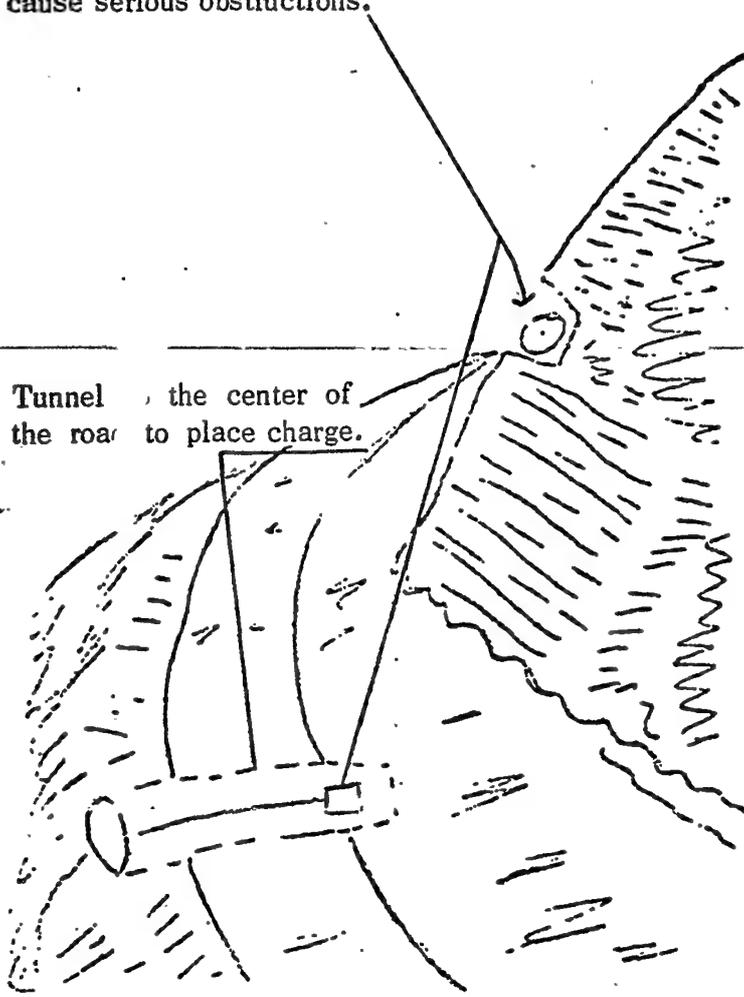
BURIED MINE. ONLY THE LOCK ON THE OUTSIDE.



under the road.

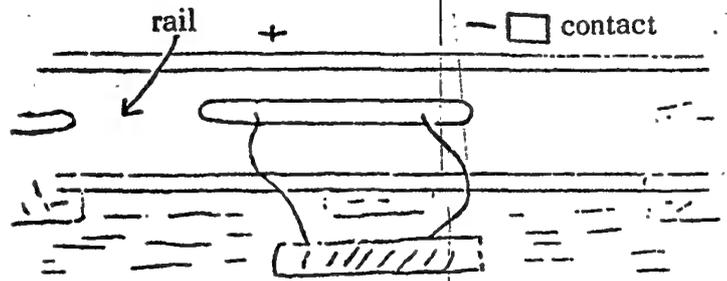
**SABOTAGE ON ROADS AND HIGHWAYS**

How charges should be placed on roads to cause serious obstructions.



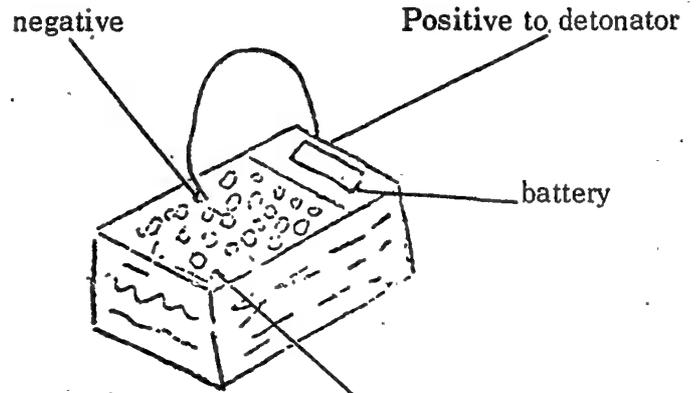
Tunnel, the center of the road to place charge.

Bury charge about two feet under and between the rails. The mine will blow up when the train passes over the electric contact.



This drawing clearly explains how to set up an electric mine.

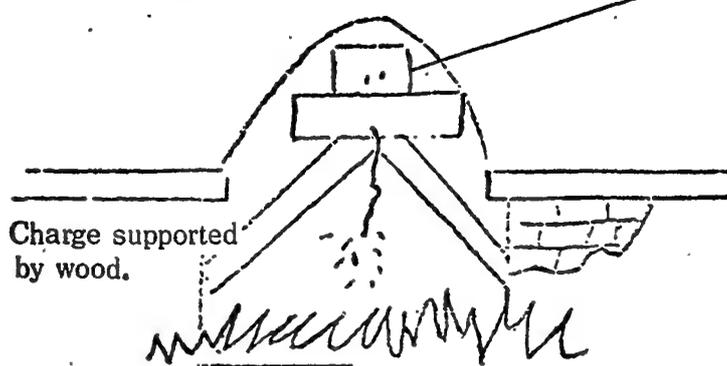
THE POSITIVE POLE IS ATTACHED TO THE RAIL. THE NEGATIVE POLE WILL BE 2 INCHES AWAY FROM THE RAIL WITHOUT TOUCHING IT.



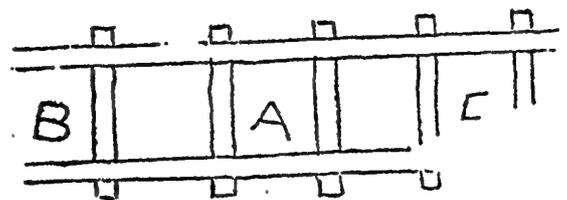
fifty sticks of dynamite should be used.

To blow up small bridges and sewers

Charges under the bridge - across its width.



Charge supported by wood.



Prepare a mine at A, prepare other mines (without placing the negative pole near the rail) X number of meters from A at both points B and C. When A blows up, get mines B and C ready. This way, trains coming from either direction to help will be blown up too. NOTE: The bomb or electric mine must have a wooden cover.



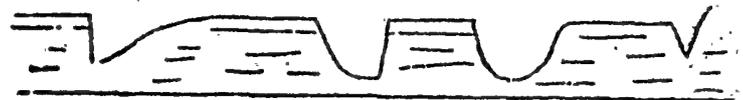
Blow up the road or bridge at Point A, when traffic from B and C builds up at that point, blow up B and C and traffic will be bottled up between those two points.

**MAKING ROADS IMPASSABLE**

A road can be made impassable by digging holes 2 or 3 feet deep.

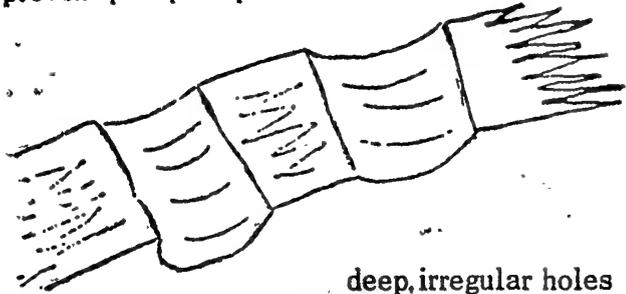
SEE DRAWING

The holes should be dug where there is no chance to detour.

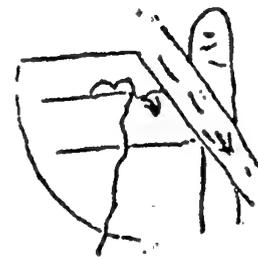


to prevent prompt repairs.

pull with a powerful truck.

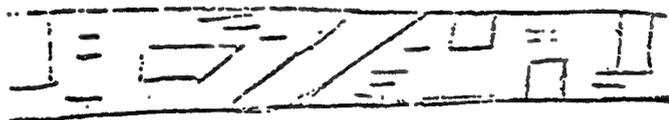


deep, irregular holes



THE GOAL OF THIS KIND OF SABOTAGE IS TO INTERRUPT COMMUNICATIONS

Different shapes of holes on a road.



Note: Hooks, chains and other metal objects will cause black-outs if thrown against power lines.

INCENDIARY TIME BOMB

Cardboard or iron tube, covered at both ends. Leave a space at one end to insert a glass tube containing sulphuric acid. WITH STOPPER facing up the outer tube is then filled with a mixture of 3/4 potassium chlorate and 1/4 sugar.

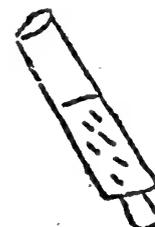
INCENDIARY BOMB (MOLOTOV COCKTAIL)



Fill 2/3 of bottle with gasoline and 1/4 with motor oil. Close opening with cork leaving out a fuse previously dipped in gasoline as shown on sketch.



glass tube



cork or paper stopper

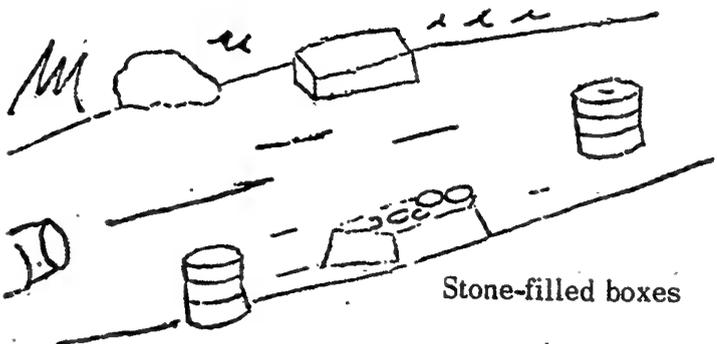
Light fuse and throw against objective; when bottle breaks the contents will catch fire and burst in flames.

THIS FIRE WILL NOT GO OUT WITH WATER.

The oil prevents gasoline from spreading. A blanket thread makes a good wick for the Molotov Cocktail.

When the tube is turned upside down, the sulphuric acid will go through the stopper and cause an uncontrollable fire when it hits the mixture.

When the wood is moved or raised, the grenade explodes.

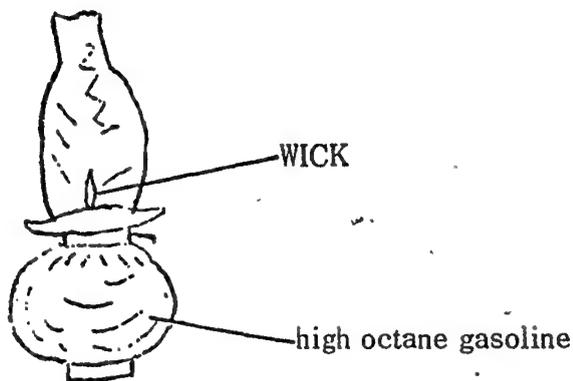


ANY OBSTACLE ON RUNWAYS WILL PREVENT PLANES FROM LANDING.



HAND GRENADE WITH PIN REMOVED.

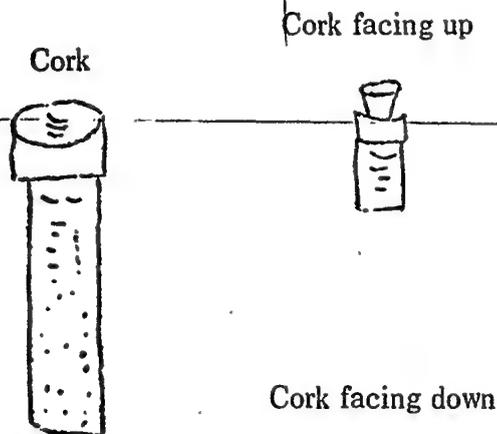
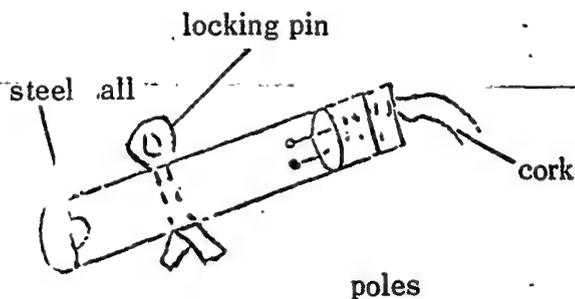
INCENDIARY TIME BOMB



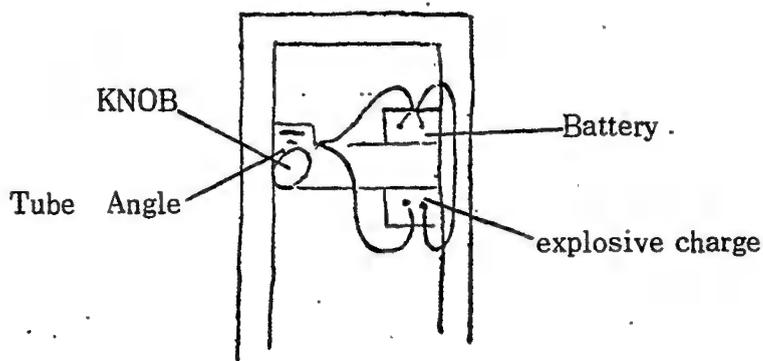
When lamp is lit the gasoline will explode causing a violent fire.

A plastic or glass tube is filled with a mixture of chlorate and sugar. In the inside tube put a concentrated solution of sulphuric acid. This small inside tube is closed with a paper cap or cork. Keep cap facing up and outside of other tube. To cause a fire, turn it upside down and push it into outer tube.

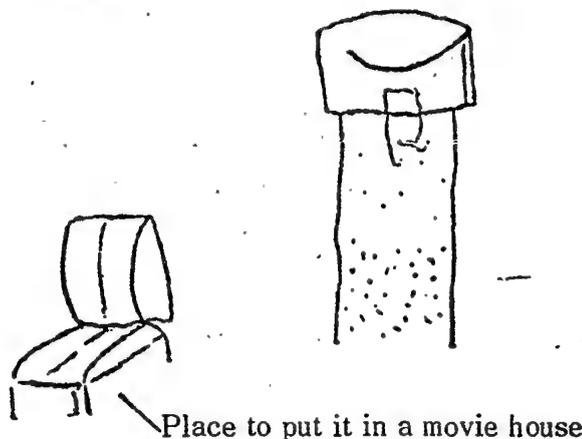
These little bombs set fire to movie houses, cars, file cabinets, mail boxes. Place next to easily combustible material and get away from it.



BACK OF A DOOR



WHEN THE KNOB IS TURNED, THE STEEL BALL WILL CLOSE THE CIRCUIT.

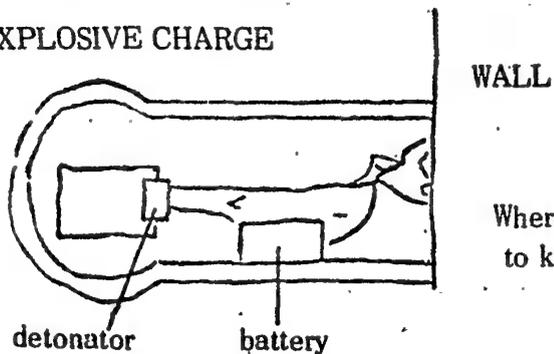


IF THERE ARE NO SPARKS OR BLOWS, GUNPOWDER CAN TAKE A PRESSURE OF 28 KILOS PER SQUARE CENTIMETER.

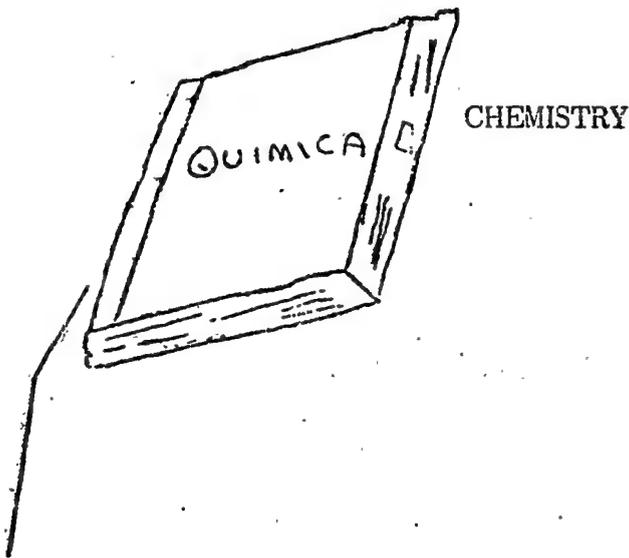
Note: The safety device of this bomb works in this manner; when the fuse is jumped it takes 5 to 7 minutes for the explosion to occur.

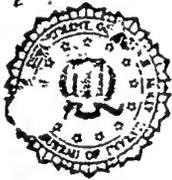
The drawing clearly indicates how to set up a medium-sized book, so it will explode when removed from its place.

EXPLOSIVE CHARGE



Where wedge should be inserted to keep contacts apart.





UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 21, 1969

In Reply, Please Refer to  
File No.

(A) BOY SCOUTS OF AMERICA SPECIAL INTEREST EXPLORER POSTS - COOPERATION WITH -- The Chairman of the United States Civil Service Commission has furnished information concerning Boy Scouts of America Special Interest Explorer Posts, which the Department has requested we bring to the attention of all FBI Field Divisions. The program is designed to bring the principles of scouting to inner city, disadvantaged youth by the establishment of these special posts, sponsored by various organizations. The Federal Executive Boards (FEB) have been urged to sponsor some of these posts. The Department asked that the FBI support the Boards in this effort.

While the Bureau is in accord with the aims of this program, it is not desired that any FBI Office act as official sponsor for any Boy Scout group. Should you be approached by either the Boy Scouts or a representative of the FEB, our cooperation should be limited to providing Bureau speakers and offering tours of FBI facilities.

(Security Letter on attached page)

**(B) NEW LEFT MOVEMENT - POLICE TRAINING MATTER --**

Recently various field offices have proposed that Special Agents familiar with the New Left movement speak before groups of local law enforcement personnel concerning this movement. The Bureau is of the opinion that such talks or briefings concerning the New Left movement would be beneficial to both the FBI and law enforcement; however, should be handled by a qualified speaker from the Seat of Government familiar with all current and national facets of this movement as well as being completely versed in Bureau policy.

The Bureau will, therefore, consider on a highly selective basis requests from the field to send a qualified representative to speak before closed meetings of local law enforcement personnel. This talk would best be handled in conjunction with a school or conference concerning other police matters. The field office requesting a Bureau speaker in this matter should have strong control over the school or conference. Submit request setting forth date of school or conference, the number of law enforcement personnel attending, and your comments on why you feel this talk would be a benefit to this particular group.

This should not be interpreted to mean that the Bureau is soliciting invitations for wide-spread participation in briefing of local law enforcement personnel in regard to New Left matters. To the contrary it is felt that briefing of this nature should be held to a minimum and should only be given to command level law enforcement administrators on a very selective basis. I personally intend to examine each and every request for a briefing of this type to insure that it is worthwhile and justifies the time, effort, and expenditure of money necessary to handle such commitments.

Very truly yours,

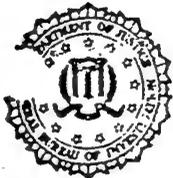
John Edgar Hoover

Director

1/21/69

SAC LETTER 69-5

- 2 -



In Reply, Please Refer to  
File No.

PERSONAL ATTENTION  
SAC LETTER 69-7

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

January 28, 1969

(A) BUREAU APPLICANTS -- ESTABLISHMENT OF NEW AGENTS'  
CLASSES -- The following New Agents' Classes are being scheduled for  
the first half of Fiscal Year 1970, with the appropriate number of  
Special Agents to be assigned:

July 14, 1969	28
August 11, 1969	28
September 29, 1969	28
October 20, 1969	28
November 17, 1969	28

You should continue to insure that only those applicants who  
make an excellent initial impression and meet the highest standards of  
personal appearance, personality and maturity are recommended for  
the Special Agent position.

As you are aware, there is a continuing need for qualified  
Special Agent applicants from minority groups, especially Negroes. In  
this regard, every logical source should be fully explored particularly  
military separation centers.

I wish to re-emphasize the need for careful and penetrative  
screening in the initial stages of processing to insure that only those  
applicants who have far-above-average potential are considered for the  
Special Agent position. In connection with the processing of applicants,  
you should insure that the application is completely executed, that all  
periods of time are accounted for and that where appropriate, selective  
service status is completely resolved prior to forwarding papers to  
the Bureau.

**(B) REPORT WRITING - REPORTING OF AUTOMOBILE RECOVERIES - INTERSTATE TRANSPORTATION OF STOLEN MOTOR VEHICLE CASES - FBI FORM BOOK --** Effective March 1, 1969, all automobile recoveries in Interstate Transportation of Stolen Motor Vehicle (ITSMV) cases will be reported on the FD-387 (Deferment of Prosecution Form) or the FD-410 (Automobile Recovery Form). You are to report automobile recoveries in accordance with the following instructions:

(1) ITSMV cases deferred to local prosecutors. Report automobile recoveries on FD-387. This form has been revised to add a space for reporting recovery value of a vehicle and the source of that recovery value. In addition, the brief statement of facts on this form must include information showing the stolen vehicle was transported interstate, its model year, make, and Vehicle Identification Number.

(2) All other ITSMV cases, including cases with more than one investigative character. Report recovery of vehicles on FD-410. This form is to be completely filled in and has sufficient spaces for data on it to allow the Bureau to record your automobile recoveries. The spaces for this data are all self-explanatory. At the bottom of the form is a space entitled "Give Brief Summary of Investigation Conducted to Date:" in which you are to set forth in teletype language a succinct summary of the investigation conducted by your office in order to insure field and Seat of Government supervisory personnel that the case has received appropriate investigative attention. Two copies of the FD-410 are to be furnished to the Bureau.

With the automobile recovery reported on either the FD-387 or the FD-410, there will be no need to submit investigative reports in cases deferred to local prosecutors or in unknown subject ITSMV cases where all logical investigation has been completed in the initial 90 days of investigation, and may be closed on the authority of the Special Agent in Charge. In known subject ITSMV cases, it will be necessary to submit an FD-410 and an investigative report. In no instance will an automobile recovery be reported in an investigative report for the purpose of recording at the Bureau in any ITSMV case.

Intrastate stolen vehicles recovered during the course of our investigations are to be set forth on FD-410 with proper justification.

1/28/69  
SAC LETTER 69-7

- 2 -

Enclosed are three copies each of Form FD-387, which has been revised, and Form FD-410, a new form. Place one copy of each form in the FBI Form Book. Additional supply of each form is being forwarded under separate cover. Upon receipt of revised FD-387, all unused copies of this form not bearing the revision date indicated on enclosed samples should be destroyed immediately.

Handbook and Manual changes are to follow. Insure these instructions are brought to the attention of all investigative personnel.

(Security Letters on attached page)

1/28/69  
SAC LETTER 69-7

- 3 -

(C) RACIAL INFORMANTS - RACIAL MATTERS -- Information has recently been received that an individual who is attempting to form a Black Panther Party organization in Washington, D. C., has suggested that young members of the Black Panther Party can help identify FBI informants by gaining the acquaintanceship of FBI female personnel.

This again highlights the ever present danger of infiltration not only of our informant ranks but also even of the ranks of our employees. While our investigations and system of operation are geared to uncover any "plant," we must never lose sight of this possibility, since penetration of law enforcement agencies is a priority target of these extremist groups. Accordingly, immediately reevaluate security measures currently in operation in your office to insure that the security of our operations, files, and identities of informants are fully safeguarded. Within 30 days of receipt of this letter, advise the results of your evaluation.

1/28/69

SAC LETTER 69-7

(D) DISSEMINATION OF INFORMATION RELATING TO NEW LEFT AND RACIAL DISTURBANCES, DEMONSTRATIONS AND PROTEST ACTIVITIES -- Reference is made to Bureau letter to all offices dated January 17, 1969, setting out instructions regarding the reporting of information relating to New Left and racial disturbances, demonstrations and protest activities. In the future, all teletypes concerning these matters are to set out in the text, rather than in the administrative section, the identities of the local agencies to which the information was disseminated.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (B)

1/28/69

SAC LETTER 69-7

- 4 -

**FEDERAL BUREAU OF INVESTIGATION  
AUTOMOBILE RECOVERIES**

Reporting Office	Office of Origin	Date	Investigative Period
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Title of Case	Report Made By	Typed by
Character of Case		

Autos	Year	Make	Model	Vehicle # (VIN)	Value & Source	Office File #
1						Bureau File #
2						SAC Approving and Date
3						
4						

**Total** \_\_\_\_\_

Additional Autos Listed on Attached Page(s)

Give Date and Place Where Automobile Theft Report Filed:

---

Give Date and Place Where Automobile Recovered:

---

Was Owner Notified?  Yes  No

Give Brief Summary of Investigation Conducted to Date:

UNITED STATES GOVERNMENT

# Memorandum

TO : Director, FBI

DATE:

RE: DEFERMENT OF PROSECUTION

FROM : SAC,

Initial Report (at time of deferment)

SUBJECT: \_\_\_\_\_  
\_\_\_\_\_

Supplemental Report (to record action taken by authority deferred to)

Reference \_\_\_\_\_

Brief statement of facts of Federal violation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Total number of subjects involved in matter deferred.

**Ages of Subjects**

\_\_\_\_\_ Number of Juveniles (*not attained 18th birthday*)

\_\_\_\_\_ Number of Young Adults (*18-20*)

\_\_\_\_\_ Number of Adults (*21 and over*)

**Subjects**

\_\_\_\_\_ Number of Civilians

\_\_\_\_\_ Number of Military

Date presented, identity of U. S. Attorney or Assistant and reason for declination.  
\_\_\_\_\_  
\_\_\_\_\_

U. S. Attorney will reconsider prosecution:  Yes  No Recovery value: \$ \_\_\_\_\_

Recommend discussion with Department:  Yes  No Source: \_\_\_\_\_

Opinion in compliance with Memorandum of Understanding:  Yes  No

Local or state \_\_\_\_\_

Prosecution deferred to: (Identify)

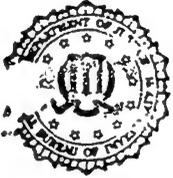
Military \_\_\_\_\_

Result of local, state, military prosecution: (*Set forth whether prosecutive or administrative action taken, declined or dismissed, include prosecutive results, i.e., conviction and sentence or acquittal; identify date, place and tribunal. Indicate if any Agent testimony involved and results of any rediscussion with U. S. Attorney.*)  
\_\_\_\_\_  
\_\_\_\_\_

Number of resultant Convictions - \_\_\_\_\_ Local or state \_\_\_\_\_ Military

Lead: Follow with indicated local, state or military authority and submit supplemental FD-387 to Bureau.

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION



In Reply, Please Refer to  
File No.

WASHINGTON, D.C. 20535

February 25, 1969

(A) "THE FBI IN OUR OPEN SOCIETY" BY HARRY AND BONARO OVERSTREET -- W. W. Norton Company has just published "The FBI in Our Open Society" by Harry and Bonaro Overstreet. This is an excellent book and portrays the FBI in a most favorable way. Dr. and Mrs. Overstreet, well-known scholars and educators, have carefully studied and refuted the false charges made against the Bureau by such vicious critics as Max Lowenthal, Fred J. Cook and William W. Turner. The Overstreets emphasize that the operations of the FBI do not in any way represent a threat to the freedoms of our free and open society and that charges that the Bureau is a national police agency are completely false. The book is highly readable, intellectually stimulating and extremely lucid.

The Bureau has made arrangements with W. W. Norton Company to secure copies of this book for sale to employees at the special discount rate of \$3.75.

You should survey your personnel and advise the Bureau promptly of the number of books to be sent to your office. All initial orders should be submitted by routing slip marked "Attention, Crime Records Section" and should be accompanied by one check payable to the FBI Recreation Association covering the entire order. Subsequently, of course, additional orders can be submitted in the same manner.

In order to facilitate the handling of orders, one employee should be designated in each office or section at the Seat of Government to coordinate the orders. All books mailed will be addressed to the SAC but should be distributed in the various offices by the employee handling orders. The Bureau should be notified if books ordered are not received within a few weeks so they can be traced through the mails.

(B) TOP ECHELON CRIMINAL INFORMANT PROGRAM - CRIMINAL INFORMANT PROGRAM -- Section 108 J, 2, of the Manual of Instructions provides that payments on a C.O.D. basis to informants in the criminal field may be made to the point where such payments aggregate \$200. This authority is hereby increased to \$400.

Keep in mind this instruction in no way lessens your responsibility to insure money expended for criminal informant development is on a C.O.D. basis and that full value is received for all funds disbursed. You should thoroughly scrutinize every request to pay criminal sources and make certain all payments are completely justified.

Your expenditures to informants will continue to be the subject of careful examination by the Bureau and will be reviewed at the time your office is inspected. Appropriate manual changes forthcoming.

(Security Letter on attached page)

2/25/69  
SAC LETTER 69-14

- 2 -

(C) NEW LEFT MOVEMENT - INTERNAL SECURITY -  
MISCELLANEOUS - STUDENT AGITATION -- The Bureau has recently prepared a comprehensive document on new left and black extremist activities entitled "Youth in Rebellion." Copies of this document will be forwarded to you by separate communication.

This document presents a thorough review of the new left and black extremist activities including world-wide ramifications of these movements as well as their impact on the internal security of the country.

It is essential that all personnel handling these matters peruse this document in order to better understand the nature of the threat posed by this amalgamation of undisciplined and militant groups.

Very truly yours,

John Edgar Hoover

Director

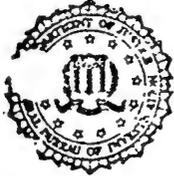
2/25/69

SAC LETTER 69-14

- 3 -

PERSONAL ATTENTION  
SAC LETTER 69-15

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION



WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

March 4, 1969

(A) **OPENING NEW FIELD OFFICE - ALEXANDRIA, VIRGINIA --**  
The Bureau is setting up a new field office in Alexandria, Virginia, and the opening is tentatively scheduled for the latter part of April, 1969. This office will cover the entire Alexandria Division of the Eastern Judicial District of Virginia, which encompasses the city of Alexandria as well as Arlington, Fairfax, Loudoun, Culpeper, Fauquier, Orange, Prince William and Stafford counties. Investigations in above are now handled by the Richmond and Washington Field Offices.

You will be advised later as to the exact opening date; when to start sending leads directly to the new field office; the telephone and teletype numbers and the official mailing address.

3/4/69  
SAC LETTER 69-15

(B) **EXHIBITS --** Reference is made to Part II, Section 3D, 7b, of the Manual of Rules and Regulations which requires that money, jewels, negotiable instruments, or other valuables which must be retained by a field office are to be kept in a safe-deposit box in a reputable bank. Hereafter, it will also be permissible to retain such items in the field office in a safe or a security-type fireproof file cabinet if such equipment is already available. Access to such repository shall be limited to the Special Agent in Charge and the Assistant Special Agent in Charge, other existing requirements for maintenance and inventorying will continue in effect, and the Special Agent in Charge will be personally accountable for fixing responsibility for any loss. Appropriate manual changes being made.

(C) TELEPHONE TOLL RECORDS -- Effective immediately it will no longer be necessary to obtain Bureau authority to review telephone toll call records or to advise the Bureau that telephone toll call records are being obtained by subpoena.

Henceforth you may authorize the obtaining of telephone toll call records through cooperative telephone company liaison, without benefit of a subpoena, provided this can be accomplished with full security and the Bureau's interests will be protected.

The Bureau still desires that a subpoena be obtained whenever possible for the review of telephone toll call records.

Appropriate manual and handbook changes are forthcoming.

3/4/69  
SAC LETTER 69-15

(D) FEDERAL CRIMINAL INVESTIGATORS ASSOCIATION (FCIA) - MEMBERSHIP DRIVE -- The FCIA was recently formed from the U.S. Treasury Agents Association which had been previously active for some 10 years. The FCIA also opened its membership eligibility to include all Federal criminal investigators. However, its history has been exclusively with Treasury Agents and they still comprise all of its membership.

FCIA representatives have extended invitations to the personnel of several FBI field offices to either join the organization or attend its functions. These invitations have been declined.

A review of organizational material made available by the FCIA discloses that its membership holds no benefits for FBI Agent personnel.

(Security Letter on attached page)

3/4/69  
SAC LETTER 69-15

- 2 -

(E) STUDENT AGITATION -- There is enclosed a copy of a letter from the Assistant Attorney General, Internal Security Division, Department of Justice, pointing out suggested areas of interest in investigations of campus disorders. These suggestions should be borne in mind during your coverage of such disorders and any information received should be furnished to the Bureau promptly so that it can be disseminated to the Internal Security Division. Information obtained should be included in your quarterly report on the "New Left Movement."

Very truly yours,

John Edgar Hoover

Director

Enclosure for (E)

3/4/69

SAC LETTER 69-15

- 3 -

UNITED STATES GOVERNMENT

DEPARTMENT OF JUSTICE

# Memorandum

TO : Director  
Federal Bureau of Investigation

DATE: February 18, 1969

 FROM : J. Walter Yeagley  
Assistant Attorney General  
Internal Security Division

SUBJECT: Illegal and/or Violent Campus Disorders  
Students for a Democratic Society  
Seditious Conspiracy; Smith Act; Inciting to Riot:

In an attempt to determine whether there is any underlying subversive group giving illegal directions or guidance to the numerous campus disorders throughout the country, it is requested that you endeavor to obtain information regarding the following:

Individuals who have been active in inciting campus disorders who are not students at the college or university involved, particularly those whose activities resulted in violence or the violation of laws or in arrests. It is requested that inquiries at the colleges be made of college officials only.

Individuals who have traveled to other schools to participate in student disorders. It is requested that such information be solicited only from college officials and from Bureau and Police Department records and sources.

Plans, programs and tactics not previously reported, for the conduct of violent or illegal campus disorders. It is requested that such information be solicited only from Bureau and Police Department informants and sources. College officials might be asked if they have seen any printed material concerning such activities.

Information showing a movement of information, reports or directives between organizations, or branches of the same organization, at various campuses where ~~violent or illegal disorders have taken place.~~ It is requested that such information be obtained from Bureau and Police Department informants and sources. College officials might be asked if they have seen any such printed material.

Information as to the source of funds for bail or payment of fines where any large number of demonstrators have been arrested. It is requested that such information be sought only from bank officials, court officials or from Bureau sources.

Information not previously reported indicating a movement of funds between organizations from one campus area to another to support or maintain sit-ins where college buildings have been taken over or occupied without authority. It is requested that such information be obtained from Bureau and Police Department informants and sources only.

Individuals identified by fingerprints or otherwise who have been arrested at demonstrations at more than one campus. It is requested that such information be obtained from Bureau or Police Department records only.

It is appreciated that a great deal of information has already been furnished regarding campus demonstrations. The foregoing is only submitted as suggested areas of particular interest for future investigative efforts.

PERSONAL ATTENTION  
SAC LETTER 69-16



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON, D.C. 20535

March 11, 1969

(A) FBI NATIONAL ACADEMY - 84TH SESSION -- By April 1, 1969, you should submit to the Bureau, Attention: Training Division, the names of candidates from your territory whom you desire to recommend to attend the 84th Session of the FBI National Academy, which convenes August 18, 1969, and will graduate November 5, 1969. A specific statement must be made concerning the review of your field office indices on the applicants and their law enforcement agencies in the letter listing your candidates.

Alternate candidates who were investigated for the 83rd Session of the National Academy and not invited to attend that session in view of lack of space will be considered the principal candidates for the 84th Session of the National Academy from the field offices covering their law enforcement agencies.

All candidates nominated for the 84th Session must have been interviewed by the current Special Agent in Charge. If such has not been done, appropriate interview form should be submitted along with your recommendations. It is expected that only outstanding candidates who have a potential in the training or administrative fields will be nominated. Since the Bureau now pays travel and subsistence allowances to attendees, those offices covering more than one state should, where feasible, nominate a candidate from each of those states.

3/11/69  
SAC LETTER 69-16

(B) LEAVE - CHANGES IN POLICY -- One year's Bureau service will no longer be required as the minimum for an employee to qualify for maternity leave. Six months' service will henceforth suffice for this purpose.

The requirement enunciated in SAC Letter 69-3 that all requests for leave without pay would require Bureau approval is hereby modified. Only those requests for leave without pay exceeding one day will require such approval. This change in no way broadens the reasons for which leave without pay can be granted; it simply relieves division heads of the necessity for securing Bureau approval of leave without pay of a day or less for those purposes for which Bureau policy has previously provided leave without pay. Any request for leave without pay not included within those purposes will require Bureau approval even though it may be for one day or less.

(C) ASSOCIATED CREDIT BUREAUS, INC. -- The Associated Credit Bureaus (ACB), Inc., which is a trade association, and has some 2100 member credit bureaus, has issued guidelines to protect consumer privacy. One of the guidelines pertains to service to noncredit granting governmental agencies. The guidelines provide that member credit bureaus may supply to those agencies under contract identifying information such as names, addresses, former addresses, places of employment or former employment. Any other information in credit bureau files will be supplied only in response to legal process unless the investigation is for security purposes.

A source at ACB has advised that these guidelines would affect the FBI; however, they are worded broadly enough not to stop credit bureaus from furnishing the necessary information. Certain types of information could be furnished under a contract basis and other information could be furnished under the same contract basis in security-type investigations which would include, according to the source, applicant-type investigations. If the individual credit bureau continues to furnish the requested information without contract or agreement, the issue should not be raised. In those instances where member credit bureaus will not furnish such information without some agreement along the line of the above guidelines, you are authorized to sign such an agreement if it does not go into such matters as a membership fee and other charges. A copy of each such signed agreement should be furnished to the Bureau.

Credit bureau agreements and contracts concerning charges to be made by the credit bureaus for their services should, as in the past, be forwarded to the Bureau with your recommendation as to acceptance.

3/11/69  
SAC LETTER 69-16

- 2 -

(D) FLEX-CUF TIES - TEMPORARY RESTRAINING DEVICES -- Forwarded under separate cover is a supply of white nylon Flex-Cuf Ties with an appropriate number for training purposes with the locking barb removed. The training ties are dyed a distinctive red color to prevent confusion with those that may be used in arrest situations. Since these devices can be removed by sustained application of intense flame or sharp instrument, appropriate searches and subsequent guarding of restrained persons are paramount, as in the case of any arrest.

It is imperative that all of our Agents receive training in their use. Field police instructors should afford training to police agencies requesting same.

These devices are not meant to replace handcuffs but are an expendable alternate restraining device to augment the present supply of handcuffs in your office. They can be made available to Agents, at your discretion, to be carried in the glove compartment of Bureau cars, brief cases or on the person.

The August, 1968, issue of the FBI Law Enforcement Bulletin sets forth specifications of these devices as well as methods of utilizing them. The Planning and Research Unit of the Training Division is preparing a Police Instructor's Bulletin with additional techniques for their application. These ties have a one-time use and must be cut to be removed. To avoid severe wrist and finger cuts, diagonal or cutting pliers are recommended to remove them.

3/11/69

SAC LETTER 69-16

(E) NIGHT-VIEWING EQUIPMENT - SURVEILLANCES -- There is available from the Radio Engineering Section of the Laboratory a new night-viewing device called the "Starlight Scope." This unit is completely portable and is packaged in a luggage-type metal carrying case. The viewing unit operates on one self-contained 6.75-volt mercury cell which will give efficient service from 50 to 100 hours, depending upon the frequency of viewer use. Functioning of this device is based on the technique of low-light level image intensification or amplification. It utilizes and amplifies the natural or ambient light radiations (moonlight or starlight) emanating from the night sky which are reflected by the scene under surveillance. As a result, no artificial illumination, such as infrared, is needed to flood the area for night observation.

3/11/69

SAC LETTER 69-16

- 3 -

With prior Bureau authority, "Starlight Scope" night viewers are available for field use to meet the need for this type of equipment arising in investigative matters. Because of surveillance nature and limited quantity, equipment being maintained at headquarters when not in use.

3/11/69

SAC LETTER 69-16

- 4 -

**(F) THEFT FROM INTERSTATE SHIPMENT - THEFT OF GOVERNMENT PROPERTY - CRIME ON GOVERNMENT RESERVATION - BANK ROBBERY --** In handling future complaints involving minor thefts from interstate shipment, thefts of Government property, and crimes on Government reservations where there are no known aggravating or unusual circumstances, immediately present the facts to the United States Attorney for a prosecutive opinion. If the United States Attorney will not prosecute the matter, conduct no investigation, advise the complainant, and confirm your conversations to the United States Attorney and the complainant in writing. Where appropriate, the matter should be referred to the law enforcement agency having jurisdiction over the violation, and this information should also be furnished to the United States Attorney and the complainant.

Existing rules pertaining to the acceptance of petty offenses in crime on Government reservation-type cases continue in effect. Offenses such as trespassing, traffic violations, etc., should not be accepted for investigation.

In regard to violations of the Federal Bank Robbery Statute which have been exhaustively investigated and further investigation could not logically be expected to result in the solution of the case, a closing report may be submitted subject to review by and concurrence of the Bureau.

Appropriate Manual and Handbook changes are being prepared.

3/11/69

SAC LETTER 69-16

**(G) SELECTIVE SERVICE ACT --** Heretofore, Selective Service Act, 1948, has been used in connection with our investigations in the Selective Service category. It will no longer be necessary to include the year as part of the character which should, hereafter, be set out as Selective Service Act.

Appropriate handbook and manual changes will be forthcoming.

(Security Letters on attached pages)

3/11/69

SAC LETTER 69-16

- 5 -

(H) STUDENT AGITATION -- Bureau airtel to Albany, copies to all offices, dated March 3, 1969, entitled "Security and Racial Informants," instructed that no additional student informants were to be developed. SAC Letter 69-15 dated March 4, 1969, enclosed a letter from the Assistant Attorney General, Internal Security Division, pointing out particular areas of interest to the Department of Justice in the investigation of campus disorders.

In view of the Department of Justice's interest in campus disorders, you are to intensify your efforts to obtain the information set out in the Assistant Attorney General's letter. In spite of the fact that additional student informants cannot be developed, you will be held responsible for obtaining the desired information. It is also recognized that with the graduation of senior classes, you will lose a certain percentage of your existing student informant coverage. This decreasing percentage of coverage will not be accepted as an excuse for not developing the necessary information.

3/11/69

SAC LETTER 69-16

(I) COMMUNIST PARTY, USA - 19th NATIONAL CONVENTION -- The Communist Party, USA, plans to hold its 19th National Convention April 30 through May 4, 1969, in New York City. Prior to the National Convention the various districts will hold conventions to elect delegates for the National Convention and prepare resolutions to be presented at the National Convention. Delegates are to be selected on the basis of one delegate for each district plus one delegate for each 15 dues-paying members in the district. The Party expects 200 to 250 delegates to attend the 19th National Convention. Identification of these delegates is essential and should provide an indication of the number of dues-paying members in each district.

Special efforts must be made to determine exactly where the 19th National Convention will be held in New York City, details of resolutions prepared in each district and how delegates will vote on controversial issues at the National Convention. Each office must instruct its informants to be alert to obtain the desired information. This matter must receive continuous attention. The Bureau and New York must be kept currently advised of pertinent developments. Offices covering cities where district conventions will be held must insure.

3/11/69

SAC LETTER 69-16

- 6 -

appropriate coverage is provided to establish the information needed to fulfill our responsibilities. At the conclusion of each district convention submit results to the Bureau and New York in form suitable for dissemination.

3/11/69

SAC LETTER 69-16

(J) MOSCOW RADIO AND TELEVISION - U.S. BUREAU REGISTRATION ACT - RUSSIA -- Captioned organization is the official radio of the Union of Soviet Socialist Republics. It is represented in this country by Vitaliy L. Beloborodko, New York City, and Leonid Y. Lipovetskiy in Washington, D. C.

Bureau is in receipt of information from United States radio stations concerning the receipt of letters from captioned organization offering taped radio programs for rebroadcast. The subject matter of these programs appears to be of a propaganda type.

On February 6, 1969, Assistant Attorney General, Internal Security Division, Department of Justice, advised that if the radio programs contained political propaganda, as defined in the Registration Act, and are made available to American radio stations through the services of the U.S. Bureau of Radio Moscow, the U.S. Bureau of Radio Moscow would incur the obligation to label, file copies and report on the dissemination of these taped programs.

You should contact established sources in radio field, your division, for any information concerning receipt of correspondence from captioned organization. Upon receipt of information, furnish Bureau with communication suitable for dissemination, classified "Confidential." Copies of your communications should be furnished to New York and Washington Field for information.

Very truly yours,

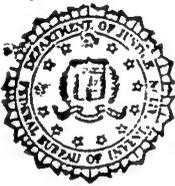
John Edgar Hoover

Director

3/11/69

SAC LETTER 69-16

- 7 -



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

In Reply, Please Refer to  
File No.

WASHINGTON, D.C. 20535  
April 8, 1969

(A) PERSONNEL - OFFICE COLLECTIONS -- The Manual of Rules and Regulations, Part I, Section 14, page 3, states that gifts from flower funds, FBIRA funds and through individual collections are not to be provided in connection with resignations, transfers, departures on military or maternity leave, weddings, birthdays, baby gifts (other than gift in lieu of flowers during confinement of mother), anniversaries, and the like. SAC Letter 62-19 dated 3-27-62, advised that gifts are permitted in connection with retirements on completion of twenty years or more.

Under no circumstance should any collection be initiated without the personal approval of the Special Agent in Charge or division head.

4-8-69  
SAC LETTER 69-22

(B) TRAINING - FILMS - FILM FEATURETTES ON THE FBI LABORATORY -- The Bureau has completed the last three in a series of film featurettes on the work of the FBI Laboratory. They are entitled "Neutron Activation Analysis" and "Instrumental Examinations," which are approximately five minutes each in length, and "Examination of Soils and Minerals, Hairs and Fibers, Toolmarks, Tire and Shoe Impressions," which is approximately ten minutes in length. They are 16-millimeter sound films in color.

In addition to being shown to law enforcement groups for which you are providing training, these films have also been designed for use in connection with speaking engagements and television appearances in which you have been invited to participate. A permanent retention copy is being forwarded to each field office.

(C) FBI NATIONAL ACADEMY - 1970 SESSIONS -- The 85th Session of the FBI National Academy will be held March 9 to May 27, 1970. The 86th Session will be held August 10 to October 28, 1970. You will be advised at a later date when nominations for these sessions should be submitted.

4-8-69

SAC LETTER 69-22

(D) SPECIAL SURVEILLANCE TRUCKS -- Requests for the use of the special surveillance truck may be submitted to the Bureau on a UACB basis in those instances where, in the opinion of the SAC, its utilization is essential for the success of the surveillance in question.

Each SAC will be held strictly responsible for insuring that this technique is used only when absolutely necessary and that every precaution is taken to avoid the detection of the use of this technique.

Appropriate manual change is forthcoming.

4-8-69

SAC LETTER 69-22

- 2 -

(E) INTERVIEWS AND CONFESSIONS - DESERTERS -- SAC Letter 67-38 advised no warning of rights is necessary so long as the interrogation of the deserter suspect or subject is confined to identification only. Military court restrictions on interviews of such deserters have resulted in the need to eliminate this special provision. Handle deserter cases in accordance with the general rules applicable in other FBI cases of in-custody interrogation.

4-8-69

SAC LETTER 69-22

(F) DESERTER MATTERS - REQUEST FOR FOREIGN INVESTIGATION -- There has been a significant increase in the number of deserter fugitives being sought by the Bureau who have fled to Canada and other countries. To facilitate handling the letterhead memoranda both at the Seat of Government and by the Legal Attaches, you should insure that the requirements as set forth in the FBI Handbook, Part I, page 50b, are closely followed.

Some of the most frequent errors in the preparation of the letterhead memoranda are: failure to set out specific investigation required, requesting that servicemen be interviewed rather than having their residence verified, use of the property stamp, and occasionally requesting the arrest of the servicemen.

After setting forth the specific investigation desired, the letterhead memorandum should request that the deserter fugitive's presence in the country of asylum be verified. No request for arrest should be made. Since the letterhead memorandum is to be delivered to the foreign investigating agency, it should not contain the usual restrictive property statement.

4-8-69

SAC LETTER 69-22

(G) CURRENT DEVELOPMENTS IN CRIMINAL MATTERS (CRIMDEL) -- Effective immediately the Crimdel program is being discontinued. The weekly communication previously submitted to the Bureau under the Crimdel caption is no longer necessary.

(Security Letter on attached page)

4-8-69

SAC LETTER 69-22

- 3 -

(H) NATIONALITY GROUP COVERAGE - LATIN AMERICA -- Your attention is directed to SAC Letters 65-31 (A) dated June 2, 1965, and 66-8 (D) dated February 1, 1966, both of which stressed the importance attached by the Bureau to Latin-American investigations and related matters in this field.

In the recent past, the press has reported a statement by a high-ranking United States official that President Richard M. Nixon plans a trip to Latin America, possibly at the end of this year. The official described the President as very interested in stepping up United States economic aid and improving relations with Latin America. The current attempt of a Presidential envoy to ease the United States-Peruvian crisis and the projected visits to Latin America on the President's behalf by Governor Nelson A. Rockefeller, beginning in April, 1969, attest to the President's concern.

The Bureau has received no official notification of Presidential plans for travel to Latin America. However, stepped-up anti-United States nationalistic influences, increased diplomatic and commercial relations with Soviet-bloc countries, and efforts of the latter to promote discord and subversion in the area are likely to generate continuing and grave problems with ramifications in the United States. We should anticipate that the need for pertinent intelligence data will remain acute in the foreseeable future. Therefore, the Bureau is stressing at this time the necessity for adequate coverage of Latin-American exile organizational activities, plots to overthrow existing governments, and general activity of importance from an intelligence standpoint. Significant developments should be reported expeditiously.

Very truly yours,

John Edgar Hoover

Director

4-8-69

SAC LETTER 69-22

- 4 -



**PERSONAL ATTENTION**  
**SAC LETTER 69-27**

**UNITED STATES DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**

**WASHINGTON, D.C. 20535**

**May 6, 1969**

*In Reply, Please Refer to  
File No.*

**(A) PUBLIC LAW 90-365 - PAYROLL MATTER - VOLUNTARY ALLOTMENTS TO FINANCIAL ORGANIZATIONS** --- SAC Letter Number 68-74 dated December 24, 1968, advised that captioned Law provides for allotments from salaries of employees for deposit to financial organizations.

The Bureau's payroll system has now been redesigned to permit the processing of voluntary allotments to financial organizations. Detailed information and instructions concerning the program are being furnished separately in the form of a Memorandum to All Employees.

An initial supply of SF-1189 and SF-1198 is being forwarded to your office under separate cover. The SF-1189 is the prescribed Standard Form to be used in requesting an allotment of net pay for credit to a checking account with a designated financial organization. The SF-1198 is the Standard Form to be used in requesting an allotment of pay for credit to a savings account with a financial organization. Should you need additional forms they may be requisitioned from the Bureau.

You should assure that all employees of your office carefully read the instructions being forwarded to them before making any allotment in order that they will be fully aware of the procedures to be followed and the possible difficulty they may encounter.

Your office can be of considerable assistance in the implementation of this program by insuring that each request is properly executed before it is submitted to the Bureau. In forwarding the allotment requests to the Bureau, the transmittal communication should be marked to the attention of the Voucher-Statistical Section.

Necessary manual changes will be forwarded under separate cover.

**(B) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS --**  
The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after April 14, 1969.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

5/6/69

SAC LETTER 69-27

**(C) ANNUAL SUMMARY OF RECORDS HOLDINGS - FEDERAL RECORDS ACT OF 1950 --** Re SAC Letters 68-52 (B) captioned as above and 68-24 (A) captioned "Biennial Report on Volume of Records - Federal Records Act of 1950."

You are reminded that the National Archives and Records Service, General Services Administration, requires Federal agencies to submit statistical summaries of records holdings within thirty days of the close of each fiscal year. You are to insure summaries of records holdings are prepared in accordance with current instructions contained in referenced SAC Letters and submitted to reach Bureau by July 16, 1969.

5/6/69

SAC LETTER 69-27

- 2 -

(D) BANK LARCENY -- The Criminal Division of the Department recently advised that false statements by a person which induce a bank to turn over the possession of funds to that person, but where there is no intention on the bank's part to convey title, constitute a crime of larceny by trick in violation of 18, U.S. Code, 2113 (b). An example is a person who falsely poses as an armored car employee authorized to pick up certain funds for delivery to a stated place, and by the impersonation induces the bank to relinquish possession of the funds. The bank did not intend to deliver title to the impersonator, just as it had no intention to deliver title to the armored car employee. Title remained in the bank. Abuse of title is larceny and, as such, is covered by 18, U.S. Code, 2113 (b).

The Department reiterated its position that larceny by false pretense, that is, the obtaining of both possession and title by fraudulent representation, (quick change artist, fake rolled coins, fraudulent passbook withdrawals, etc.) is not covered under the Federal Bank Robbery and Incidental Crimes Statute. In these situations the bank intends to transfer title of the money to the person making the false representation.

In situations which arise where there is doubt whether the act committed constitutes larceny under the Federal Bank Robbery Statute, the U. S. Attorney should be consulted and the Bureau advised.

5/6/69  
SAC LETTER 69-27

- 3 -

(E) BANK ROBBERY MATTERS - "RESPONDING TO SILENT ALARMS" - POLICE INSTRUCTOR'S BULLETIN -- Regulations contained in the Bank Protection Act of 1968 will substantially increase the use of silent alarms in banking institutions covered by the Federal Bank Robbery and Incidental Crimes Statute. It is apparent many more police officers, as well as Agents, will arrive at banking institutions while a robbery is still in progress.

On April 22, 1969, Training Division forwarded to your Office an ample supply of the Bulletin "Responding to Silent Alarms" which deals with the many dangers and problems inherent in such situations.

You will immediately insure that material contained in captioned Bulletin is discussed with all Agent personnel in your Division. Since police department regulations vary regarding response to silent alarms, it is imperative that your bank robbery plans be compatible with bank robbery plans of law enforcement agencies in your Division.

(Security Letters on attached pages)

5/6/69  
SAC LETTER 69-27

- 4 -

(F) SUBVERSIVE ORGANIZATION CHARACTERIZATION "LABOR TODAY" -- Set forth below is an up-to-date characterization of "Labor Today" which replaces the one in SAC Letter 68-54.

In January, 1962, a source advised that on January 13, 1962, Gus Hall, General Secretary of the Communist Party, USA, (CPUSA) remarked that a Party-supported trade-union publication would be issued in the near future and would appear under the name "Labor Today."

On January 5, 1962, records in the Assumed Name Section of the County Clerk's Office, Wayne County, Detroit, Michigan, indicated Certificate Number 145344 issued for conducting business under an assumed name, was issued to "Labor Today" (a bimonthly publication) having a business address at 12065 Wyoming, Detroit 4, Michigan. A certificate was filed on January 2, 1962, and the names of the persons listed as owning, conducting and transacting the business were Charles H. Walters, 9309 Memorial, Detroit, Michigan, and Eve Neidelman, 19972 Marlowe, Detroit, Michigan.

A second source advised on December 15, 1961, that Charles Walters was then a member of the Michigan District CP State Committee. This source advised on September 18, 1959, that Eve Neidelman was then a member of the Michigan District CP State Committee.

A third source advised on January 18, 1966, that as of December 31, 1965, Eve Neidelman was a member of the Miscellaneous Jewish Community Club, Michigan District CP.

The Founding Statement contained in the first issue of "Labor Today" (Spring, 1962) indicated two additional issues would be forthcoming in 1962, and beginning in 1963, "Labor Today" would appear regularly as a "bimonthly journal."

The masthead of "Labor Today," Volume 8, Number 1, February, 1969, issue states that "Labor Today" is presently being published monthly except August by "Labor Today Associates," a nonprofit Illinois Corporation, 343 South Dearborn Street, Room 600, Chicago, Illinois. John Kailin is listed as the managing editor of "Labor Today."

5/6/69

SAC LETTER 69-27

- 5 -

A fourth source advised on March 26, 1969, that John Kailin is presently a member of the Illinois District CP.

Sources:

DELETED  
DELETED  
DELETED  
DELETED

5/6/69  
SAC LETTER 69-27

(G) RACIAL AND SECURITY INFORMANTS -- Recently an informant voluntarily advised a police officer who was investigating a case that he was assisting the FBI. While this police officer has maintained the confidence of the above information, this incident should not have occurred. There has been another incident where an informant has voluntarily disclosed his identity as a source of this Bureau and his actions were not in keeping with the Bureau's system of controlling and directing the informants.

In view of the above, each Special Agent in Charge must insure that Special Agents operating informants impress on these informants the necessity of informants maintaining the confidential nature of their relationship with the FBI.

It should also be impressed upon the informants that in the event they have any doubts as to what course of action to take, they should immediately contact a representative of the FBI and be guided by the instructions given to them.

In addition, each Special Agent handling informants must afford these informants close supervision and control so that incidents can be avoided which may affect Bureau operations.

Each Special Agent in Charge is being held personally responsible to insure that the Special Agents assigned to his division are affording the informants being operated by them tight supervision and control in accordance with the above.

Very truly yours,  
John Edgar Hoover  
Director

Enclosure for (B)  
5/6/69  
SAC LETTER 69-27

**PERSONAL ATTENTION**  
**SAC LETTER 69-28**

**UNITED STATES DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**



*In Reply, Please Refer to  
File No.*

WASHINGTON, D.C. 20535

May 13, 1969

(A) NATIONAL BANK ROBBERY-ALBUM (NABRA) -- BANK ROBBERY MATTERS -- Based on experience, NABRA items will be prepared in the future using the size and style of the circular prepared for the Fugitive Bank Robbery Program (FUBANK). Distribution of NABRA items to each office will be made on the same basis as FUBANK.

It will no longer be necessary to submit a photograph of identified bank robbers to the Bureau for search through NABRA. It will be the responsibility of the office identifying the bank robber to ascertain whether he was involved in violations contained in NABRA.

In the future, whenever an identifiable bank camera photograph is available and the case has been under investigation for 30 days without ascertaining the identity of the subject, the Bureau should be requested to include the photograph in NABRA. If in any particular case such action is not deemed advisable, the Bureau should be appropriately advised. Artist's conception drawings prepared by the Bureau will continue to be considered for NABRA upon request of the office of origin.

Communications for NABRA should no longer be directed to the attention of the Exhibits Section. Manual and Handbook changes follow.

(Security Letter on attached page)

(B) SECURITY INFORMANTS AND SOURCES -- Recently there have been several instances wherein individuals publicly disclosed their confidential relationship with the FBI after voluntarily furnishing information concerning New Left activities. I recently pointed out in a letter to all Special Agents in Charge that you must insure that Special Agents operating informants impress upon the informants the necessity of maintaining the confidential nature of their relationship with the FBI.

Furthermore, I want each Special Agent in Charge to impress upon Special Agents dealing with individuals, whether they are Bureau-approved informants or those voluntarily contacting your office, who provide information about the New Left, that every interview must be on a most discreet and completely professional basis. Also, extreme caution should be used at all times to be certain that the individuals are not plants. All conversations should be most circumspect because of the possibility of the conversations being recorded. Individuals who have not been approved by the Bureau as informants should not be directed or guided in the event they volunteer to provide information in the future concerning New Left activities.

Very truly yours,

John Edgar Hoover

Director

5/13/69  
SAC LETTER 69-28

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

May 27, 1969

(A) TELEPHONES AND TELETYPES - LONG-DISTANCE TELEPHONE AND TELETYPE CALLS - LOGGING -- Heretofore the Bureau has required all long-distance telephone and teletype toll calls to be logged on form FD-296 and that copy of the log accompany the bill when sent to the Bureau for payment.

Effective immediately, (1) do not send the toll log form to the Bureau but retain with corresponding bill for one-year period. Inspectors will spot-check these records during field inspections; (2) Senior Resident Agent must check resident agency toll bill against logs and certify correctness before submitting to field office; and (3) discontinue logging telephone toll calls where the initial 3-minute, station-to-station, regular-hour toll is \$1.00 or less. Other regulations concerning toll calls remain in effect. The Manual of Rules and Regulations will be revised accordingly.

5/27/69

SAC LETTER 69-30

(B) UNITED STATES ATTORNEYS RELATIONS - UNITED STATES ATTORNEYS ORIENTATION CONFERENCE - JULY 28 - AUGUST 1, 1969 - WASHINGTON, D. C. -- The Department has rescheduled the United States Attorneys Conference for the period July 28 through August 1, 1969, at Washington, D. C.

You are instructed to maintain liaison with the United States Attorneys in your field division to determine in advance any information, recommendations, suggestions, or complaints of concern to the FBI which might be expressed at the conference. Submit results of such contacts to the attention of the Training Division not later than June 30, 1969.

The Department asked to be advised of subjects that should be presented at the conference and the time required. Your proposals, if any, should be submitted in sufficient time to allow appropriate review. The deadline for such submissions is June 30, 1969.

(Security Letters on attached pages)

(C) STUDENTS FOR A DEMOCRATIC SOCIETY - SUBVERSIVE ORGANIZATION CHARACTERIZATION -- Set forth below is a current characterization of Students for a Democratic Society which should be utilized in the future when it is necessary to characterize this organization in investigative reports and other types of communications.

STUDENTS FOR A DEMOCRATIC SOCIETY

A source has advised that the Students for a Democratic Society (SDS), as it is known today, came into being at a founding convention held at Port Huron, Michigan, in June, 1962. From an initial ideological posture of "participatory democracy," the current line of the national leadership reveals an adherence to Marxism-Leninism. Michael Klonsky, National Secretary, in March, 1969, called for the building of a revolutionary Marxist-Leninist movement. The program of SDS has moved from involvement in civil rights struggles to an anti-Vietnam war position and finally to its present advocacy of an anti-imperialist line, linking up the oppressed peoples of Asia, Africa and Latin America with the black liberation movement in the United States. China, Vietnam and Cuba are regarded as countries which are leading the world-wide struggles against United States imperialism. On the other hand, SDS regards the Soviet Union as an imperialist power and does not support the policies of that country.

SDS maintains a National Office in Room 206, 1608 West Madison Street, Chicago, Illinois. Its official paper "New Left Notes" reflects the line of the national leadership and program adopted at meetings of the National Council and National Interim Committee (NIC). Three national officers and a NIC of eleven members are elected each year during a June National Convention.

SDS Regional Offices and university and college chapters elect delegates to National Council meetings wherein program and ideology are debated, but each Region and chapter is autonomous in nature and is free to carry out independent policy and programs reflective of local conditions.

Source:

5/27/69

SAC LETTER 69-30

- 2 -

(D) RACIAL INFORMANTS - RACIAL MATTERS -- With the coming of summer, many of the radical Negro students on college campuses who have been creating such havoc will undoubtedly interrupt their studies for the summer months. The hatred engendered in them by their campus agitation will undoubtedly follow them into the communities where they will be living. It is logical to assume that they will continue to demonstrate their anarchistic feelings by engaging in or seeking to promote racial violence. The most logical areas for such agitation are the Negro ghettos.

In view of the above, you must immediately reevaluate your informant coverage in the ghetto areas in your division. In those areas where such coverage is not already adequate to thoroughly saturate every level of activity in the ghetto, you must make immediate aggressive efforts to expand such coverage to adequate levels. This matter must be given immediate and continuous attention in view of the extremely costly potential in loss of human lives and property which can result from unchecked racial violence.

Your primary goal in developing a network of ghetto-type racial informants must be to have such coverage as to enable you to advise appropriate local and Federal authorities in advance of potential large scale racial violence. Only by a network of ghetto informants sufficiently widespread to develop information of that type can the Bureau fulfill its current responsibilities.

Very truly yours,

John Edgar Hoover

Director

5/27/69  
SAC LETTER 69-30

- 3 -



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

June 3, 1969

(A) FM RADIO - RADIO CALL SIGN IDENTIFICATION -- The Manual of Instructions, Volume I, Section 8Q, 1. e. (2), page 34, requires field office FM radio stations having a separate dispatching position to transmit the station call sign on the hour, half-hour, and quarter-hour during periods when the station is open for business.

Both Federal Government and Federal Communications Commission (FCC) regulations concerning identification of stations may soon be strengthened as a result of proposed international radio regulations. To preclude the possibility of receiving infraction reports, FM radio dispatchers should be reminded of the importance of proper station identification. This regulation does not apply to special operations such as surveillance stations or those where there is an investigative requirement that no call sign be used.

(B) ORGANIZED CRIME, RACKETEERING - TECHNICAL EXAMINATIONS OF GAMBLING PARAPHERNALIA AND BOOKMAKING EVIDENCE -- SAC Letter 69-23 dated 4/15/69 stated specific emphasis should be devoted for the development of cases under the Federal Gambling Statutes and Extortionate Credit Transactions. The following is to be brought to the attention of all investigative personnel.

The FBI Laboratory has the capability to make technical examinations of physical evidence and to furnish competent expert testimony in matters relating to numbers (numbers--pool, policy, Bolita, Cuba, et cetera), horse racing, lottery in its several forms, tip boards, et cetera. Further, games and equipment (cards, dice, electronic and mechanical devices, et cetera) related to the gaming industry are examined to determine whether such paraphernalia is fair or deliberately deceptive via alterations.

Generally, expert testimony will not be furnished on purely hypothetical matters or general gambling procedures in cases where no physical evidence was made available for Laboratory examination. However, this specialized knowledge is available for guidance in these matters.

(Security Letters on attached pages)

6/3/69

SAC LETTER 69-31

- 2 -

(C) SABOTAGE -- The increased militancy of New Left, antiwar and anti-draft extremists has been directed against Reserve Officers' Training Corps (ROTC) on campuses of colleges and universities throughout the United States. These dissident protests have in many cases resulted in damage to facilities and equipment utilized by ROTC units.

The Department has determined that such facilities constitute "war premises" or "national defense premises" as defined in the Sabotage Statutes, Sections 2151 - 2156, Title 18, U. S. Code. One conviction has resulted.

The investigation of such incidents should be handled in accordance with procedures and policies set forth in Section 86, Manual of Instructions. These cases must be vigorously pursued and promptly reported in order that the Department may be furnished the necessary information on which it can base a prosecutive opinion.

Such incidents often constitute violations of other Federal laws within the investigative jurisdiction of the Bureau such as Destruction of Government Property and Interference with Government Communications System. You should insure that with regard to these deliberate acts of violence, the possibility of sabotage is thoroughly explored and that all communications include that character.

6/3/69  
SAC LETTER 69-31

- 3 -

(D) OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968 -- Recently the Attorney General furnished the Bureau detailed instructions relating to electronic surveillances (wiretaps and microphone coverage) in the internal security field which are pertinent to captioned Act. A summary of the instructions is being furnished herein for your guidance and compliance. When requesting authority for an electronic surveillance, make certain all additional data now required is set forth in Form FD-142.

For reasons of security, electronic surveillances in the internal security field should be requested under the Presidential authorization provision of the Act; however, if prosecution appears likely, consideration should be given to recommending use of a court order. Basis for the type desired should be clearly set forth.

The Supreme Court's decisions have shown that the legality of the interception is of prime importance in determining whether information regarding electronic surveillance must be disclosed to a defendant whose conversation has been intercepted. Therefore, future requests for electronic surveillances in the internal security field should contain:

- (1). An identification of the premises and location, and the room or office, in which the interception device is to be placed or phone to which such a device is to be attached and facts regarding the installation to assist in determining whether a trespass will be involved.
- (2). A general description of the activities subject is engaged in and the type of information which it is anticipated will be obtained through the electronic coverage.
- (3). The period of time for which approval is requested, with subsequent advice as to date of installation.
- (4). Whether it is anticipated that the conversations of any other subject who is under active investigation for possible criminal violations will be overheard.

With regard to tape recordings of intercepted conversations, such tapes should be preserved for a minimum period of ten years.

6/3/69

SAC LETTER 69-31

- 4 -

If it is anticipated results will be introduced into evidence or leads to evidence will be obtained where installation is being recommended under the Presidential authorization, the following additional information should be included:

(1). The crime or crimes which it is believed are being committed by the person or persons whose conversations are likely to be overheard.

(2). A complete description of the investigation being conducted - its origin, development and present status. This description should include a detailed analysis of all investigative procedures utilized and a statement as to their inadequacy and the need to use the proposed technique.

(3). The names and backgrounds of each prospective subject of the investigation.

(4). A description of the communications expected to be intercepted, together with an analysis of the relevance of the communication to the investigation.

Requests for coverage should be for no longer than a period of thirty days, subject, of course, to requests for extension.

Dissemination of intercepted information may be made to other intelligence and law enforcement agencies and allies of the United States on a need-to-know basis and should be appropriately classified, and in no case violate the dissemination limitations which are currently imposed upon classified national defense information. If evidence of possible criminal conduct is developed, extreme caution should be exercised in disseminating the information outside of the FBI and the information should be clearly identified as having originated from an electronic surveillance. If a question should arise whether a particular item of information falls within or without these general guidelines, advice of the Department should be obtained as to whether dissemination should be made.

6/3/69

SAC LETTER 69-31

- 5 -

It is realized that the instructions present certain serious problems, such as preservation of tapes for a minimum of ten years, and also certain questions, such as the manner of identifying information as coming from an electronic surveillance when disseminating information of a possible criminal conduct. These and other such matters will be taken up with the Department for clarification. Pending the receipt of clarification, however, you should follow the instructions set out herein to the best of your ability, communicating with the Bureau in the event a specific situation presents a special problem.

For your information, the Criminal Division of the Department is currently preparing a "Manual for Conduct of Electronic Surveillance" which will contain detailed instructions regarding the form of, and the information to be contained in, future requests to the Attorney General for authorization to apply for an interception order from the courts.

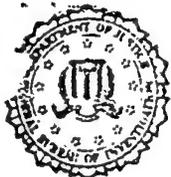
Very truly yours,

John Edgar Hoover

Director

6/3/69  
SAC LETTER 69-31

- 6 -



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

June 24, 1969

(A) DR. VASSILIS C. P. MORFOPOULOS - EXPERT FINGERPRINT TESTIMONY - IDENTIFICATION MATTER -- The October, 1968, issue of "The Legal Aid Briefcase," a publication of the National Legal Aid and Defender Association, American Bar Center, Chicago, Illinois, published an article entitled "Some Fingerprints Lie." This concerned a murder trial in Dutchess County, New York, in which Morfopoulos testified as a fingerprint expert for the defense. Two prosecution fingerprint experts had testified that a bloody latent fingerprint found on the headboard of the victim's bed was identical with one of the fingerprints of the defendant. Dr. Morfopoulos testified that it was not identical with the fingerprint of the defendant. The article extolled the expert testimony of Morfopoulos and attempted to cast serious doubt on the infallibility of fingerprint evidence.

FBI fingerprint experts have examined fingerprint evidence in this case and found that the latent fingerprint is identical with the fingerprint of the defendant. A letter of rebuttal has been sent to the President of the National Legal Aid and Defender Association setting out the true facts and correcting the erroneous impression conveyed by the article with the suggestion that the letter be published in a future issue of "The Legal Aid Briefcase."

Morfopoulos' qualifications as a fingerprint expert are deemed to be questionable. He is described as being a Greek immigrant who entered the United States in 1955 to attend school. He has a degree in engineering science and is presently Director of the American Standards Testing Bureau in New York City, a private concern. While his educational background appears extensive in certain scientific fields, he has practically no background or experience in fingerprint work. He describes himself as a microscopist, one who observes objects through a microscope.

Should any information concerning this matter or the participation of Morfopoulos in the field of fingerprint identification or testimony come to your attention, you should promptly advise the Bureau.

(B) LAW ENFORCEMENT EDUCATION - GRANTS AND LOANS -- The Omnibus Crime Control and Safe Streets Act of 1968 authorized a program of educational aid to law enforcement officers and students planning law enforcement careers. The Office of Academic Assistance, of the Law Enforcement Assistance Administration, has just issued basic information which should be made available to interested Special Agent and clerical personnel of your office.

The educational aid is in the form of (1) grants and (2) loans. Grants pay up to \$300 per semester or \$200 per quarter for eligible law enforcement officers taking courses related to law enforcement. "Courses related to law enforcement" are, for example, sociology, chemistry, economics, computer science, and urban planning. The official interpretation of "law enforcement officers" includes FBI Agents but not our non-Agent personnel. Money is paid to the educational institution rather than to the student. The student must get his employer's certification that the courses are of the appropriate kind and that he is employed as a law enforcement officer. He must agree to remain with his agency for two years following completion of any course covered by a grant. If he violates the agreement he must repay the amount of the grant with 7% interest. He cannot receive education benefits from the Veterans Administration concurrently.

Loans of up to \$1800 per academic year can be made to full-time students employed by a law enforcement agency or preparing to enter law enforcement. A "full-time student" is one carrying at least 75% of the normal academic load. He must be pursuing studies leading to a certificate or degree in an area directly related to law enforcement. If he is enrolled in studies potentially relevant to other areas as well as law enforcement such as chemistry, sociology, or economics, his overall curriculum must include a minimum of 15 semester credit hours or their equivalent in law enforcement subjects. Examples of the latter are criminal investigation, police administration and organization, criminology, juvenile delinquency, and police community relations. A loan does not prevent the student's receiving concurrent GI education benefits. He must agree to repay the loan plus 7% interest within ten years after the repayment begins. The total amount of the loan and interest is cancelled, if he serves as a full-time law enforcement officer or employee, at the rate of 25% of the total for each full year of service. The borrowed money goes directly to the participating educational institution, not to the borrower.

6/24/69

SAC LETTER 69-34

- 2 -

FBI clerks are potentially eligible to obtain such loans, which could help them complete college studies designed to qualify them for the Special Agent position.

Any employee desiring to apply for a loan or a grant should contact the school of his choice to see if it is participating in the program and if so as to the application procedure. Any documents required to be executed by the employer should be forwarded to the Bureau, attention Personnel Section, with a cover letter detailing the circumstances. It now appears no such documents will be necessary for loan applications, but the Bureau desires to be informed by you of any such applications for record purposes, communications of this type also being directed to the attention of the Personnel Section.

(Security Letter on attached page)

6/24/69

SAC LETTER 69-34

- 3 -

(C) ARAB ACTIVITIES IN THE UNITED STATES -- In recent months reports have been received alleging contacts between Middle East-based Arab terrorist groups such as Al-Fatah and United States subversive organizations, including black nationalist and student radical groups.

Allegations have also been received that Arab terrorist organizations intend to extend their operations into the United States principally aimed at collecting funds and possibly to include terrorist activities against the American Jewish community, Israeli property, and prominent American and Israeli personalities.

All offices be alert for evidence of such action. Make certain informant coverage of Arab activities is fully adequate to insure that we are aware of such activities. All information received in this matter should be submitted in form suitable for dissemination under appropriate caption with a copy to "Arab Activities in the United States," Bufile

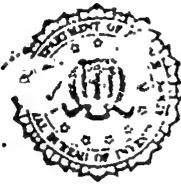
Very truly yours,

John Edgar Hoover

Director

6/24/69  
SAC LETTER 69-34

- 4 -



PERSONAL ATTENTION

SAC LETTER 69-36

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

July 1, 1969

In Reply, Please Refer to  
File No.

(A) HOUSEHOLD GOODS - COMMUTATION OF EXPENSES FOR TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS -- The General Services Administration has prescribed changes in the commuted rates for transportation and storage of household goods and personal effects and a copy of the changes is enclosed. The new rates are effective for transportation begun on and after June 7, 1969.

All employees in your office who have occasion to submit vouchers for the transportation and storage of household goods and personal effects should review the new rates to insure that vouchers are submitted correctly.

7/1/69

SAC LETTER 69-36

(B)

*THIS PARAGRAPH DELETED TO PROTECT  
IDENTITY OF CONFIDENTIAL SOURCE.*

**(C) CONVERSION BY THE MILITARY FROM MILITARY SERVICE NUMBERS TO SOCIAL SECURITY ACCOUNT NUMBERS -- Effective July 1, 1969, the Army and the Air Force will convert from Military Service Numbers to Social Security Account Numbers as a means of identification of military personnel. The Marine Corps will convert to Social Security Account Numbers on January 1, 1971, and the Navy will convert on January 1, 1972.**

**This conversion will apply to active duty, reserve, and retired servicemen. Individuals who do not have Social Security Account Numbers at the time they enter military service will be issued temporary numbers until such time as they receive Social Security Account Numbers.**

**(Security Letters on attached pages)**

**7-1-69**

**SAC LETTER 69-36**

**- 2 -**

**(D) PROGRAM FOR DEVELOPMENT OF SELECTED CONTACTS (DESECO)** -- Effective immediately, the following streamlining procedures should be followed in this program, which is designed to develop individuals on a highly selective basis for eventual penetration of Soviet-bloc intelligence activities.

If, during the "sounding-out" interview, the Deseco subject clearly exhibits a willingness and potential to cooperate with the Bureau, he should be informed of our desire to have him participate in confidential activity in support of the Bureau's responsibility for the protection of the internal security of the United States. He should clearly understand that this cooperation may require his time and effort beyond his normal occupational endeavors.

This procedure should assist in resolving that the individual is ready, willing, and able to actively assist the Bureau and insure that our ensuing background investigation is necessary and worthwhile.

If he continues to be cooperative and willing to assist the Bureau actively, and the ensuing background investigation of him is favorable, a summary of the results of the "sounding-out" interview and background investigation should be submitted to the Bureau, advising on a UACB basis that he will be recontacted to further assess his potential and availability, and specifically informed of our desire to have him develop a relationship with a Soviet-bloc official. All other procedures in the development and handling of the Deseco subject should be in accordance with existing instructions. Appropriate changes in the Manual of Instructions are forthcoming.

7-1-69

SAC LETTER 69-36

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(E) ELECTRONIC SURVEILLANCES (ELSUR) -- In connection with electronic surveillances, you are reminded of the absolute necessity that true copies of the original logs be made in connection with the program of furnishing logs to the Department for possible use in court proceedings. There must be no deletions whatsoever of any type markings which appear on the original logs.

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)

7-1-69  
SAC LETTER 69-36

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

July 8, 1969

(A) INDEX SYSTEMS -- In an important case with great public interest, an individual was not identified because of the failure of an office to properly index a nickname.

Recent court decisions have resulted in the public disclosure of electronic surveillance logs and related material which heretofore were confidential. The information in these surveillance matters is being afforded close scrutiny by the news media, the general public, Federal, state, and local officials; therefore, the importance of proper indexing has become increasingly significant.

Each Special Agent in Charge will be held strictly responsible for insuring that all names, nicknames, and aliases appearing in electronic surveillance logs and related material are properly indexed in accordance with the instructions set forth in Part II, Section 3, page 4, of the Manual of Rules and Regulations.

7-8-69

SAC LETTER 69-37

(B) DIRECTOR'S TESTIMONY ON APRIL 17, 1969 BEFORE THE HOUSE SUBCOMMITTEE ON APPROPRIATIONS - FISCAL YEAR 1970 -- Copies of my testimony before the House Subcommittee on Appropriations on April 17, 1969, regarding the 1970 appropriation request of the FBI, which has been released by the Appropriations Committee; will be sent to your office in the near future. These copies are to be made available to the personnel of your office who desire to review a copy. There will be about one copy for every two employees in the supply furnished.

(C) BANK PROTECTION ACT OF 1968 - BANK ROBBERY MATTERS -- Regulations issued pursuant to the Bank Protection Act of 1968 require that effective July 15, 1969, "bait" money be maintained by banks and that the "bait" money consist of used Federal Reserve notes.

Some offices have in the past suggested to banks that Federal Reserve notes issued in distant Federal Reserve districts be used as "bait" bills in order to make "bait" bills more noticeable. For example, banks in Texas might use as "bait" money Federal Reserve notes issued by the Federal Reserve in San Francisco because few such bills will be in circulation in Texas.

The Federal Reserve System has advised that some of the Federal Reserve Banks have recently been requested by commercial banks to supply used currency from another Federal Reserve district for use as "bait" bills. The Federal Reserve is not set up to handle these transactions and desires that banks obtain used Federal Reserve notes issued in other districts by contacting a correspondent bank rather than a Federal Reserve Bank.

You should keep the above in mind when discussing "bait" bills with bankers in your territory.

Very truly yours,

John Edgar Hoover

Director

7-8-69

SAC LETTER 69-37

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PERSONAL ATTENTION  
SAC LETTER 69-43

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

August 13, 1969

In Reply, Please Refer to  
File No.

(A) ~~OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968~~ --  
Reference is made to SAC Letter 69-31 of June 3, 1969, captioned as above.

/ Tape recordings of conversations deemed sufficiently pertinent to monitor through electronic surveillances (elsurs) (wiretaps and microphone surveillances) are to be made whenever feasible when coverage is authorized for intelligence purposes in the internal security field. Particular effort should be made to record on tape the conversation of an individual who is known to be a subject in a Federal criminal case.

Whenever the intercepted conversations clearly contain no evidence or leads to evidence of criminal conduct, the tapes need not be retained after they have served the needs of your office. However, the Department has pointed out that frequently it is required to disclose to the court and sometimes to defense counsel recorded conversations of a defendant in a Federal criminal case to refute the contention that information relevant to that case was obtained through elsur. Therefore, the Department has suggested that when an individual whose conversation is being monitored is known by monitoring personnel or by the Special Agent who prepares a summation of the conversation to be the subject in a Federal criminal case, the taped recording or a verbatim transcript of the conversation should be retained whenever possible.

The Department has further instructed that when an individual becomes a defendant in a Federal criminal case, every effort should be made to avoid monitoring his conversations through elsurs. Equal effort must be made to avoid monitoring any and all conversations of anyone known to be serving as an attorney for a defendant in a Federal criminal case. Therefore, whenever an elsur is operated in a substantive case in which current or future prosecution in a Federal court is or may be involved, monitoring should be conducted by a Special Agent or Special Employee. The monitoring personnel must be instructed in writing that they must immediately cease monitoring, both in person and by electronic recording, any conversation as soon as it becomes clear that the parties thereto are either a defendant or an attorney of a defendant in a Federal criminal case.

It is recognized that it is impossible to make monitoring personnel aware of all defendants and their attorneys in all existing or contemplated Federal criminal cases. Our efforts must be directed at surviving the test of whether our approach was logical, reasonable, and practical. It is logical and reasonable to expect that as a practical matter our monitoring personnel should be aware of the identities of the defendants and their attorneys in substantive cases where elsur are being used and prosecution is contemplated. To further insure that they do they must be provided with a list of such defendants and their attorneys. They should also be instructed that they must be alert not to monitor other individuals in the same categories aside from the substantive case when there is reasonable basis for the possible future contention that it was generally publicly known that such individuals were involved in prosecutive action in a Federal court.

The monitors should be instructed that in such situations they are to make a notation in the log, as appropriate, that the conversation was cut off and was not overheard, after identifying the name of the defendant or attorney who was conversing which occasioned the cut-off. Furthermore, any time a conversation relating to defense strategy or tactics, between any two persons, takes place, the conversation should be immediately cut off as soon as the subject matter of the conversation becomes apparent. The same procedure should be followed with respect to monitoring in other cases in which it may be reasonably expected calls will be received from defendants or attorneys involved in current or future prosecution.

If a conversation of a defendant or one of his attorneys should inadvertently be overheard and later comes to the attention of a Special Agent, that Special Agent shall immediately seal the record of the conversation, attaching a memorandum certifying that he has not and will not orally or in writing relate the substance of the conversation to any other representative of the Government or to anyone else except upon order from the Attorney General. This sealed log and the Agent's certification should immediately be forwarded to the Bureau for transmittal to the appropriate Assistant Attorney General.

Elsur logs should be confined to: basic entries of dates, time, identification of individual to monitored conversations; notification made that monitoring ceased when one of the parties to the conversation was

8/13/69

SAC LETTER 69-43

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recognized as a defendant in a pending Federal criminal case or an attorney of such individual; identity of person monitoring; and identity of reel number and location of the conversation on the reel.

Summations of contents of conversation are to be prepared only by Special Agents after reviewing tapes, notes and logs, except in those instances when a foreign language is involved. In such instances the summations are to be prepared by personnel who handle foreign language translations.

Indexing of names is to be made from the summation rather than from the logs.

Very truly yours,

John Edgar Hoover

Director

8/13/69  
SAC LETTER 69-43

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PERSONAL ATTENTION  
SAC LETTER 69-44

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

August 19, 1969

(A) CRIMINAL INVESTIGATIONS - ACCOMPLISHMENTS -- As you are aware, many investigative demands are being made of the Bureau necessitating the increased use of manpower. There is no indication that this situation will abate. These increased responsibilities make it mandatory that you devise procedures which will insure all matters within our investigative jurisdiction are promptly and adequately investigated followed by timely, well-organized presentations to United States Attorneys.

During the past year with the change in the administration, many new United States Attorneys and Assistant United States Attorneys have been appointed. Others are being appointed on a continuing basis. It is your responsibility to thoroughly indoctrinate new United States Attorneys and their assistants. It is incumbent on you to stress the desirability to prosecute all violations within our investigative jurisdiction. You must closely follow the personnel situation not only in the United States Attorneys' offices but also with regard to Federal judges. In the event shortages or other situations exist which have an effect on the handling of our cases, the Bureau should be immediately advised.

The Bureau's preeminence in the law enforcement field was built on performance and results. Notwithstanding certain factors which at first glance would seem to be beyond our control, I expect you to exert every effort to insure our investigative record at the close of the current fiscal year will withstand close scrutiny from any source.

(Security Letters on attached pages)

(B) CIVIL DISORDERS - RIOTS AND DISTURBANCES -- Pursuant to a Civil Disturbance Plan adopted by the Department of Justice, a Civil Disturbance Group has been newly established in the Office of the Deputy Attorney General to coordinate all activities connected with civil disorders. One of its principal functions is the evaluation of intelligence data in order for the Attorney General to make a judgment as to the necessity for dispatching Departmental Civil Disorder Task Forces to areas experiencing serious civil disorder.- You were previously advised of the establishment of the Task Forces by airtel to all SACs dated May 8, 1969, captioned "Departmental Civil Disorder Task Forces."

The Department is fully dependent upon the FBI for the collection and prompt reporting of intelligence data related to threatened or actual civil disorders. It is also dependent upon the Bureau for assistance in evaluating intelligence data regarding developing situations having a potential for violence. It is absolutely essential, therefore, that the Bureau be immediately notified by the most expeditious means warranted by the urgency of the circumstances of any outbreak of civil disorder or situations which threaten to expand into mob violence or riots.

In those instances where the Bureau is initially notified by telephone, a confirming teletype setting forth the available details must be submitted within the hour and in a form suitable for dissemination. The Bureau must be kept fully informed of all subsequent pertinent developments by teletype, or by telephone followed by teletype if the information or circumstances so warrant.

I wish to reiterate that in order for the Bureau to carry out its responsibilities in this extremely critical field, a constant and effective check on existing conditions which may lead to riots or mob violence must be maintained. School and campus disorders and the activities of racial and other types of extremists must be considered in this regard. To accomplish this coverage, full utilization of informants and in-depth liaison with local law enforcement agencies is essential.

I am holding each SAC personally responsible to see that the above instructions are fully complied with and to insure that law enforcement agencies in his Division fully understand the importance of the FBI being immediately notified of any threatened or actual outbreak of civil disorder. Any delay whatsoever in reporting data in this area to the Bureau will not be tolerated.

8/19/69

SAC LETTER 69-44

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**(C) INFILTRATION OF LAW ENFORCEMENT AND INTELLIGENCE AGENCIES BY BLACK EXTREMIST GROUPS - RACIAL MATTERS --**

Information has recently been developed by the Washington Field Office that a black extremist leader indicated he had been thinking of recruiting young black people into his organization with the thought that they could be infiltrated into the FBI and/or CIA. There is no indication that such a program had been implemented.

This again highlights the ever present danger of infiltration of the ranks of our employees. As you are aware, our investigations and system of operation are geared to uncover any "plant"; however, we must never lose sight of this possibility, since penetration of law enforcement agencies is a priority target of these extremist groups.

All Bureau Agents should be alert for information indicating that infiltration as outlined above is being considered or is taking place. During contacts with informants, this matter should be pursued to determine if they have any information regarding infiltration by extremist groups into the FBI, other intelligence agencies, and local law enforcement. Advise the Bureau promptly of any information developed.

The next Black Nationalist Movement semiannual report which is due 9/10/69 and all subsequent reports should contain all information developed including contacts with sources and informants regarding this matter. The results should be set forth under above caption as Section VI of the report.

Very truly yours,

John Edgar Hoover

Director

8/19/69

SAC LETTER 69-44

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

August 26, 1969

(A) VOUCHERS - MOVING EXPENSES - BUREAU OF THE BUDGET  
CIRCULAR A-56 REVISED JUNE 26, 1969 -- Bureau of the Budget has issued revised regulations governing additional benefits provided by Public Law 89-516, approved July 21, 1966, for employees who are officially transferred. The revised regulations were effective as of June 26, 1969, and are not retroactive prior to that date. A copy of the revised regulations is attached and additional copies in the form of inserts to the Voucher Guide will be forwarded to your office in the near future. A summary of the pertinent changes together with the Bureau's regulations thereon follows:

OVERSEAS TRAVEL OF DEPENDENTS

If a member of an employee's immediate family reaches his 21st birthday while the employee is stationed overseas and the Government paid the cost of his transportation to the overseas station when the employee was transferred, such member may be returned to the United States at Government expense provided the return travel is performed within the prescribed time limitation. Heretofore the regulations prohibited the travel of such member of the employee's immediate family at Government cost.

COMPUTATION OF PER DIEM

An employee traveling on transfer, or traveling to or from an overseas duty station on home leave, or returning to his place of residence in the United States from an overseas duty station for separation, is now entitled to a claim of per diem regardless of the fact that the travel time for the trip is less than ten hours. Members of the employee's immediate family traveling with the employee under these conditions are also entitled to a claim of per diem. The previous regulations contained

a ten-hour restriction with respect to the computation of per diem. It is desired to point out that the elimination of the ten-hour rule does not apply when travel is incidental to temporary duty. Each per diem claim under this regulation must be supported by a statement to the effect that additional expenses were incurred.

#### TEMPORARY QUARTERS ALLOWANCES (TIME)

The revised regulation extends the period of time during which the employee may begin his temporary quarters allowance. The temporary quarters claim must begin not later than 30 days from the date the employee reported for duty at the new station or if not begun during this period, then not later than 30 days from the date the family vacated the residence at the old station. Previously the 30-day rule for the starting time of a temporary quarters claim did not include the condition for the extension of time relating to the family vacating the residence at the old station.

#### RECEIPT REQUIREMENT FOR TEMPORARY QUARTERS EXPENSES

Receipts are required for lodging, laundry and cleaning expenses—(except when coin-operated machines are used for laundering and/or cleaning of clothes). The previous regulations did not specify the requirement for receipts to support expenses incurred for laundry and cleaning of clothes.

#### REAL ESTATE TRANSACTION SETTLEMENT DATES

The new regulations now provide for an additional condition wherein the period of time for the settlement dates on a real estate transaction may be extended. An additional period of time not in excess of one year may be authorized or approved by the agency when it is determined that circumstances justifying the exception exist which precluded settlement within the initial one-year period of the sale and/or purchase contract entered into in good faith by the employee during the initial one-year period. All circumstances used to justify the extension of time must be set forth in writing. The extension of time will only be granted in those cases where all facts show that the employee entered

8/26/69  
SAC LETTER 69-45

into a sale or purchase contract which would have allowed sufficient time under normal conditions for the transaction to have been completed within the initial one-year period of time. Each employee's voucher submitted for real estate transaction expenses wherein the settlement dates extend beyond the one-year initial time period must be supported by a statement of information from the employee concerning the causes for the delay and forwarded to the Bureau with your personal recommendations concerning the merits involved in the case.

### REAL ESTATE TRANSACTION REIMBURSABLE EXPENSES

Several changes have been made to clarify various types of expenses that are now proper for reimbursement. The cost of a title insurance policy and legal and related expenses for a title opinion are now reimbursable. The same types of expenses incurred in both the sale and purchase transactions are now reimbursable; whereas, heretofore they were restricted to either the sale or purchase transaction but not both. The new regulations eliminate as reimbursable the cost incurred by the employee in obtaining a loan for the purchase of a dwelling and also prohibits reimbursement to the employee for expenses that are determined to be a part of the financial cost under the Truth ~~and~~-Lending Act (Public Law 90-321).

*in*

Appropriate manual changes will be forthcoming.

8/26/69  
SAC LETTER 69-45

(B) ASCERTAINING FINANCIAL ABILITY MATTERS -- Your attention is directed to SAC Letter 69-39 dated 7/22/69 setting the minimum acceptance amount in Ascertaining Financial Ability (AFA) cases at \$1,500. At the request of the Criminal Division of the Department an exception is being made concerning referrals for AFA investigations in connection with criminal fine and appearance bond judgments and the minimum in these cases is being set at \$500. Request for investigation of criminal fines and appearance bonds involving smaller amounts may be accepted should a special situation exist. Of course, the \$1,500 minimum acceptance amount will remain in effect relative to all other requests for AFA investigations. The Department is in the process of issuing advice to all U. S. Attorneys.

Appropriate Manual and Agent Handbook changes are forthcoming.

(Security Letter on attached page)

8/26/69

SAC LETTER 69-45

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3rd Agency

(C)

Very truly yours,

John Edgar Hoover

Director

Enclosure for (A)

8-26-69.

SAC LETTER 69-45

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**PERSONAL ATTENTION**  
**SAC LETTER 69-46**

**UNITED STATES DEPARTMENT OF JUSTICE**  
**FEDERAL BUREAU OF INVESTIGATION**

WASHINGTON, D.C. 20535

*In Reply, Please Refer to  
File No.*

September 5, 1969

**(A) INFORMANTS - CRIMINAL, RACIAL AND SECURITY --** Your attention is again directed to the urgent necessity to exercise the utmost care and discretion in the selection of individuals for development as informants. There must be greater stress placed on this important phase of your informant programs.

Keep in mind that any doubt regarding a potential informant's emotional stability or veracity should be immediately resolved in the best interests of the Bureau.

You should afford continuous strong supervision through all steps of the development and handling of informants. There is likewise a need for tight supervision of Agent personnel engaged in the handling of informants to insure all actions taken are proper and above criticism. Under no circumstances should favors or gratuities be accepted from informants or any other action be taken which could compromise the Special Agent involved or the Bureau.

Any deviation from these instructions will not be tolerated.

Your efforts to obtain adequate informant coverage must be characterized by good judgment on the part of all Special Agents.

These instructions in no way lessen your responsibility to insure your office has a continuous and well-planned program to expand your informant coverage.

Appropriate personnel should be advised with respect to these instructions.

Very truly yours,

John Edgar Hoover

Director



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

September 17, 1969

In Reply, Please Refer to  
File No.

(A) PAYMENTS TO INFORMANTS - CRIMINAL, RACIAL, AND SECURITY -- There have been too many instances recently where the field has requested exorbitant lump-sum payments to informants. I want immediate positive steps taken to insure that all future requests are more carefully scrutinized and cut down to a reasonable and proper level. As you have been instructed in the past, it is the responsibility of each SAC to closely examine informant payment requests submitted. It is apparent that scrutiny by you of lump-sum payment requests has not received adequate attention. Unless payments to informants are maintained at reasonable levels there will have to be a material reduction in the number of incentive awards made to our own personnel. You are expected to bring this to the attention of all personnel handling informants, and it will be incumbent upon you to see that these instructions are closely followed in the future.

Very truly yours,

John Edgar Hoover

Director



UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

September 26, 1969

(A) CONDUCT DURING INTERVIEWS -- It is recognized that Special Agents often conduct interviews with persons who deliberately become obnoxious and may go out of their way to irritate and provoke the Agents. Even under such trying circumstances Agents should remain calm and in complete control of their speech in order to avoid the use of any provocative language that a reasonable person could consider to be offensive.

These observations are to be brought to the attention of all investigative personnel.

(Security Letter on attached pages)

(B) SECURITY AND RACIAL INFORMANTS -- A recent survey conducted by the Inspection Division of informants and sources on the campuses of educational institutions determined that there exists a need for tight controls and great selectivity in this most sensitive area.

Accordingly, no student should be developed as a campus security or racial informant or source of any type in security or racial matters who is under the age of 21. In the event there exist highly unusual circumstances which would warrant an exception, you should submit such a request to the Bureau setting out full justification.

Upon initial contact with a potential student informant or source, informant or source should be requested to execute a brief signed written statement for the field file to the effect that such individual has voluntarily furnished information to the FBI because of his concern of individuals and groups acting against the interests of his government and that he understands that the FBI is not interested in the legitimate activities of educational institutions.

Also, you will submit a quarterly letter regarding each student or teacher authorized for contact as a potential informant, informant or panel source in security and racial matters. This letter should contain details regarding productivity, citing specific information furnished by the source not otherwise available to your office from public source material or other available sources off campus. Sufficient information must be contained in this letter to justify the continued utilization of the source.

The initial quarterly letters should be submitted by each office by January 1, 1970, and should be transmitted to the Bureau by cover communication under the caption "Utilization of Informants and Sources at Institutions of Learning." The cover communication should set forth an overall analysis of coverage afforded by campus sources in each division including the number of informants and sources active and under development at each educational institution where sources are being utilized. Subsequent letters should be submitted in a like manner on a quarterly basis.

9/26/69

SAC LETTER 69-55

- 2 -

Requests for payments should not be included in these quarterly letters. Rules governing such requests remain unchanged and will continue to be the subject of separate communications.

These instructions in no way lessen your responsibility to insure that your office has a continuous and well-planned program to obtain necessary coverage at institutions of learning so that the Bureau can fulfill its obligations.

Appropriate manual and handbook changes are forthcoming.

Very truly yours,

John Edgar Hoover

Director

9/26/69

SAC LETTER 69-55

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PERSONAL ATTENTION  
SAC LETTER 69-58

UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535



In Reply, Please Refer to  
File No.

October 7, 1969

(A) FIREARMS - REMINGTON MODEL 760 PUMP-ACTION RIFLES AND CARBINES -- Each office will soon be supplied with .308 caliber Remington Model 760 pump-action rifles and carbines, some equipped with 4-power telescopic sights, carrying slings, and carrying cases. The cases may also be used for transporting shotguns and machine guns. The action of the Remington Model 760 rifle and carbine is identical with that of the Remington Model 870 shotgun which will simplify training with the new weapon. You will be furnished a supply of 150 grain, metal-cased, .308 ammunition for service use. For training purposes you will receive a supply of reduced velocity ammunition, appropriately color-coded, which will permit training on your present pistol range. A training bulletin regarding this new weapon will be forwarded in the near future.

Each SAC will immediately advise the Bureau, Attention: Training Division, the number of Remington Model 81 rifles in his office, listing by caliber and serial number the condition of each: excellent, good, or fair. Also advise the number of carrying cases for the Model 81 rifle and the amount of Remington .30 or .35 caliber ammunition on hand.

(Security Letter on attached page)

**(B) SUBVERSIVE ORGANIZATION CHARACTERIZATION - AMERICAN SERVICEMEN'S UNION --** Set forth below is an up-to-date characterization of the American Servicemen's Union (ASU) which is believed to have field-wide application.

On September 20, 1969, a source advised that the ASU, formed during early 1968, maintains headquarters at 156 Fifth Avenue, New York, New York. ASU is dominated and controlled by the Workers World Party (WWP) and is designed to advance WWP efforts to undermine United States political and military objectives abroad by fomenting discontent among military enlisted personnel and by calling for the establishment of a servicemen's union. ASU's chief propaganda weapon is the publication of "The Bond - The Servicemen's Newspaper" which is widely circulated at military installations free of charge and at times unsolicited.

The source also advised that the ASU's Chairman is Andrew Dean Stapp, undesirably discharged from the United States Army in April, 1968. Stapp is a member of the WWP. ASU and "The Bond" are terms used interchangeably in connection with WWP interests in military matters. The former has no real existence apart from the latter since the publication is the primary means of generating interest among and communicating with servicemen interested in the formation of a union. The Union does not function as an organization at this time. It has, however, been given much publicity in each edition of "The Bond."

A characterization of the WWP as set out on page 44 of SAC Letter 69-50 dated September 19, 1969, will be used in conjunction with the above characterization.

Source: DELETED

Very truly yours,

John Edgar Hoover

Director

10/7/69

SAC LETTER 69-58

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

October 22, 1969



In Reply, Please Refer to  
File No.

(A) SECURITY INFORMANT AND RACIAL INFORMANT PROGRAMS -  
REDUCTION IN COST -- The value of productive live informants in the security and racial fields cannot be overemphasized and in this connection I want to stress that there are many areas where informant coverage is inadequate or weak. However, in an effort to cope with an ever-increasing cost of our operations, particularly in the payments to informants for services and expenses, I want each Special Agent in Charge to undertake a detailed analysis of his individual security and racial informant programs in an effort to determine if there are any ways in which savings may be effected through retrenchment, refinement and/or elimination of duplication of effort.

In approaching this problem, each Special Agent in Charge is urged to be both critical and constructive. You should consider what is necessary to your efficient operations as opposed to what is desirable. However, it is expected that the productivity of each and every informant will be taken into account, bearing in mind that in some instances the primary value of an informant is to provide corroboration of intelligence received from other informants. While a system of corroborating information provided by other informants is essential in determining the validity of our data and the integrity of newly developed informants and sources, and may be the desirable manner of cross-checking information, it may be that in some instances back-up informants are being continued for corroborative purposes even though integrity and reliability of other primary sources of the same information have been established. Such practice leans more to the desirable maximum coverage rather than the more economical necessary coverage and wherever possible should be eliminated or curtailed.

This is not to suggest that justified payments to established, productive informants should be arbitrarily reduced in order to achieve savings; nor should you arbitrarily discontinue informants who may occasionally furnish duplicate or corroborative information but for the most part produce valuable first-hand intelligence. In particular you should not curtail your

informant program as such, although it is recognized that in order to accomplish a reduction in expenses it may be necessary for you to cut back the total number of informants being operated by your office in the security field. Each office should place stress on quality over quantity in evaluating its informant coverage. In some instances informants being paid on a regular basis may have authorized amounts reduced to more realistic figures. Other informants might logically be reduced to the status of confidential sources, while still others might be discontinued entirely, subject of course to being reinstated if the circumstances so dictate. Discontinuance of such informants should of course be accomplished in such a manner that should the need arise, they may be reactivated.

You should also consider the possibility of redirecting efforts of any informant whose services, while desirable in one field, may be more valuable in another area where there is inadequate coverage. Such redirection might result in a decrease in activity with an accompanying decrease in the amount paid to him for services and/or expenses.

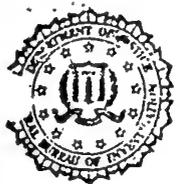
It is recognized that of necessity there will be an abrupt decrease in informant statistics because of cutbacks in the overall informant strength. However, I feel that this will be more than offset by projected savings which will be realized and this will be fully taken into account during inspections of your office. Cutbacks in individual situations must not result in a letdown on the part of each individual Agent in his continuing search for well-qualified security and racial informants and participation by each Special Agent in this important program will also continue to be examined by the inspection staff.

Within thirty days from the date of this letter each office must submit to the Bureau by letter captioned "SECURITY AND RACIAL INFORMANT COVERAGE - REDUCTION IN COST" overall results of its detailed analysis together with its recommendations for measures which will result in savings in informant costs in the office. Your letter should identify each case by title and Bureau file number, wherein savings can be effected, together with the projected savings and the effect the measure will have on your informant program. This letter must be immediately followed by separate letters for individual case files of informants affected. In addition to recommendation for discontinuance, redirection, reduction in status, reduction in authorized payments or other action, each letter must specifically comment as to the possibility of reactivation of discontinued informants should the need arise and whether the informant offers any potential for redirection in another field where informant coverage is weak or inadequate.

10/22/69  
SAC LETTER 69-63

Very truly yours,  
John Edgar Hoover  
Director

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

November 10, 1969

In Reply, Please Refer to  
File No.

(A) BUREAU APPLICANTS - CLERICAL RECRUITMENT PROGRAM - SEAT OF GOVERNMENT -- Your attention is directed to SAC Letter 69-66(B) dated November 4, 1969, wherein you were advised of the critical shortage of clerical employees at Seat of Government and of the necessity to establish intensified recruitment programs to maintain a continuous flow of clerks to Seat of Government, especially during the off-season months.

A careful analysis was made of the potential and recruiting accomplishments of each office within the continental United States. As a result of this analysis, I have instructed that the quota system be realigned. Set forth below is the new quota system, indicating the minimum number of Seat of Government clerks to be recruited each month.

Albany	4	Dallas	3	Memphis	5	Pittsburgh	24
Albuquerque	2	Denver	9	Miami	5	Portland	2
Alexandria	6	Detroit	5	Milwaukee	6	Richmond	8
Atlanta	8	El Paso	2	Minneapolis	3	Sacramento	2
Baltimore	11	Houston	3	Mobile	3	Saint Louis	4
Birmingham	4	Indianapolis	6	Newark	4	Salt Lake City	3
Boston	4	Jackson	6	New Haven	4	San Antonio	4
Buffalo	4	Jacksonville	6	New Orleans	4	San Diego	2
Butte	3	Kansas City	8	New York City	6	San Francisco	2
Charlotte	8	Knoxville	6	Norfolk	4	Savannah	5
Chicago	6	Las Vegas	1	Oklahoma City	5	Seattle	2
Cincinnati	15	Little Rock	5	Omaha	7	Springfield	6
Cleveland	6	Los Angeles	2	Philadelphia	15	Tampa	5
Columbia	6	Louisville	12	Phoenix	2	Washington Field	4

The above quota system will be placed into effect January 1, 1970. I expect each office to meet its currently assigned quota for the months of November and December, 1969. Your wholehearted participation will insure the success of the Bureau's efforts to obtain qualified applicants.

**(B) MEDICARE - MEDICAID - FRAUD AGAINST THE GOVERNMENT --**

In recent months considerable publicity has appeared in various parts of the country concerning large-scale frauds and other abuses by doctors, dentists, hospitals and nursing homes in connection with the operation of Medicare and Medicaid programs. These abuses relate to alleged mismanagement by state authorities, charges for services not rendered, inflated fees, double billings, charges for unnecessary services and services to ineligible patients. In order to insure uniform handling by the field of complaints received concerning the operations of these programs, and to avoid duplication of investigation, the following is being set forth.

Medicare is a Federal program enacted July 30, 1965, to provide hospital and medical insurance to persons over 65 years of age and is available all over the United States. This insurance program is financed by monthly premiums and is administered by the Social Security Administration. Fraudulent claims submitted under this program would be a violation of Title 42, U. S. Code, Section 408 (Section 208 of the Social Security Act), which as a general rule would take precedence over the general criminal fraud statutes.

The Social Security Administration has an investigative staff and has primary responsibility for the administration of Social Security Act benefits, including the Medicare program. Recent irregularities brought to light concerning this program have been investigated by the Social Security Administration.

In view of the foregoing, any complaints received by the field concerning possible frauds or other abuses in the operation of the Medicare program should be referred to the nearest local office of the Social Security Administration without any investigation.

Medicaid is a grant-in-aid program in which Federal and state (and sometimes local) governments share the costs of medical care for people with low income. States design their own programs within Federal guidelines and benefits vary from state to state. The Department of Health, Education, and Welfare is responsible for the administration of the program on the Federal level, whereas state agencies have this responsibility on a local level. Any complaints received concerning alleged irregularities in connection with this program should be submitted to the nearest local office of the Department of Health, Education, and Welfare without investigation.

The foregoing should be brought to the attention of all investigative personnel.

(Security Letter on attached page)

11/10/69

SAG LETTER 69-67

**(C) INVESTIGATION OF UNAFFILIATED WHITE RACIAL EXTREMISTS - RACIAL MATTERS** -- Under existing instructions, investigation of white extremists is restricted to those individuals who are associated with the Klan or other white hate-type organizations. In view of the recent marked increase in violent acts throughout the United States on the part of individuals who are not affiliated with the Klan or other white hate-type organizations, it is necessary to modify existing instructions to broaden the scope of our investigative responsibilities to include these unaffiliated individuals.

Investigation has established that many of the individuals involved in these recent acts of violence, although not currently members of the Klan or other white hate-type groups, did have previous affiliation with such groups and still maintain their extremist tendencies.

Hereafter, investigation must be promptly instituted on these unaffiliated white racial extremists and their activities closely followed.

In conducting these investigations, you should be guided by instructions set out in Section 122A, Volume IV, Manual of Instructions, which apply to investigations of the Klan and white hate-type organizations and associated individuals. Appropriate manual and handbook revisions will be forthcoming.

Very truly yours,

John Edgar Hoover

Director

11/10/69  
SAC LETTER 69-67

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PERSONAL ATTENTION

SAC LETTER 69-69

UNITED STATES DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

November 18,

(A) NATIONAL CRIME INFORMATION CENTER (NCIC) - ADMINISTRATION OF CASES -- NCIC terminals have been installed and are operational in a number of offices. Plans have been formulated to install terminals in the remaining offices by the end of this fiscal year. Instructions for the administration of cases involving NCIC in offices having NCIC terminals will be included in a forthcoming revision of Manual of Rules and Regulations.

Offices without NCIC terminals are to follow instructions set forth below pending installation of NCIC terminals.

1. Property (including vehicles, license plates, guns, articles, securities, and boats)
  - a. Inquiries to determine if record of property is on file in NCIC
    - (1) Submit to Bureau by airtel marked for attention of NCIC. If circumstances dictate a teletype be sent, direct teletype to NCIC TWX 710-822-0006. Show office file number in the communication.
    - (2) Inquiries may be made through a local agency's NCIC terminal when it is more advantageous or convenient. Field office identifier is to be used to identify inquiry as FBI originated.
      - (a) Where an operational inquiry made through a local agency's terminal results in a valid positive response ("hit"), obtain and retain original of terminal-produced printout showing inquiry message transmitted, and record(s) on file in NCIC in exhibit envelope of substantive case file or other appropriate file.
  - b. Initial entry of property records
    - (1) All entries will be made at SOG for offices without an NCIC terminal. (Local agency NCIC terminals are not to be used for entering property items in NCIC.)

(2) Furnish information concerning property to be entered in NCIC to Bureau by one of following means:

(a) Appropriate NCIC entry form FD-414, FD-415, or FD-416

I. Complete original and one copy of appropriate entry form in legible hand printing. Forward original to Bureau by routing slip for attention of NCIC. Serialize and file copy of entry form in substantive case file.

II. Upon receipt of entry form at Bureau, item will be entered in NCIC for your office using your office's NCIC identifier. Entry form will not be returned.

(b) Airtel or teletype

I. Airtel or teletype is to be directed to Bureau for attention of NCIC with office file number being shown in communication. Teletypes are to be used only if circumstances dictate a need for this type communication. Direct teletypes to NCIC TWX 710-822-0006. (This teletype to NCIC does not serve to notify Bureau of facts and/or investigation conducted in a case. Appropriate notification of Bureau must be in accordance with instruction set forth under applicable classification.)

c. Modification or cancellation of property records

All modifications or cancellations of field office property records on file in NCIC will be made at SOG for offices without an NCIC terminal. (Local agency NCIC terminals are not to be used for this purpose.)

(1) Cancellations

(a) When property record is determined to be invalid or there is no longer a need to be advised if property is recovered, office with record in NCIC is to immediately advise Bureau so that record may be canceled.

(b) Furnish necessary information for cancellation of property record to Bureau by airtel for attention of NCIC. If circumstances dictate a teletype be sent, direct it to NCIC TWX 710-822-0006. Show office file number in communication and include sufficient descriptive information to positively identify property record to be canceled.

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- (2) Modifications
- (a) Each office is responsible for furnishing promptly to Bureau for attention of NCIC data necessary to maintain accurate and valid records in NCIC for its office.
  - (b) Submit changes, additions, or deletions of identifying data to Bureau by airtel for attention of NCIC. If circumstances dictate a teletype be sent, direct it to NCIC TWX 710-822-0006. Show office file number in communication and include sufficient descriptive information to positively identify property record to be modified.
- d. Clearance of or placing of a "locate" against property record when property is recovered.  
All clearing of or placing of a "locate" against field office property records on file in NCIC for offices without an NCIC terminal will be done at SOG. (Local agency NCIC terminals are not to be used for this purpose.)
- (1) Report promptly recoveries of stolen property on file in NCIC by airtel for attention of NCIC. If circumstances dictate a teletype be sent, direct it to NCIC TWX 710-822-0006. Include in communications concerning recovery of property on file in NCIC: (1) sufficient descriptive data to positively identify property record to be cleared; (2) agency or office recovering property; (3) date of recovery; and (4) file number of recovering agency or office, if known.
- e. Validation of property records
- (1) A computer printout will be furnished each office listing its property items on file in NCIC as follows:
    - (a) Stolen/"felony" vehicles and stolen/missing license plates  
Furnished quarterly showing records in NCIC as of first Monday in January, April, July, and October.
    - (b) Stolen/missing and "recovered" guns  
Furnished annually showing records in NCIC as of first Monday in March.

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- (c) Stolen/embezzled/counterfeit/missing securities  
Furnished annually showing records in NCIC as of first Monday in June.
- (d) Stolen boats  
Furnished annually showing records in NCIC as of first Monday in January.

(2) Each property record in the above files is to be promptly validated for correct content and status. Indicate any necessary corrections (content or status) on original copy of computer printout and return to Bureau by routing slip for attention of NCIC. Corrections will be made at SOG. Original of computer printout will not be returned.

(3) Stolen articles

Property records on file in NCIC stolen articles file will not be furnished for validation of individual records. However, a computer printout listing all property on file as of January will be furnished each office for review to insure that NCIC procedures for entry of property are being adhered to. Do not return computer printout to Bureau.

2. Fugitives

a. Inquiries

(1) Inquiry of NCIC only

Inquiries may be made through a local agency's NCIC terminal when it is more advantageous or convenient. Field office identifier is to be used to identify inquiry as FBI originated.

(a) Where an operational inquiry made through a local agency's terminal results in a valid positive response ("hit"), obtain and retain original of terminal-produced printout showing record(s) on file in NCIC in exhibit envelope of substantive case file or other appropriate file.

(2) Inquiry of Bureau fugitive indices, Identification Division records, and NCIC

(a) Inquiries of Bureau may be made by teletype, airtel, or letter, depending upon the urgency, setting forth all known

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descriptive and identification data concerning the individual, such as social security number, military service number, operator's license number, date and place of birth, aliases, and physical description. Check at Bureau will include fugitive indices, NCIC, and Identification Division records. Whenever possible, inquiry should be worded, "Advise only if fugitive or wanted," to avoid need for negative reply. If circumstances exist necessitating an answer, specifically indicate this by stating, "Advise whether or not fugitive or wanted." Avoid ambiguous language, such as, "Advise if fugitive" or "Advise if wanted." Such requests will be interpreted to mean, "Advise only if fugitive or wanted." In instances in which the field requires an answer to its inquiry of whether an individual is a Bureau fugitive or is wanted by local authorities, one additional copy of the airtel or letter should be submitted to Bureau for each office which should be advised. If there is no record as wanted, the Bureau will appropriately stamp copy of the incoming communication and forward same to interested offices by routing slip.

**b. Initial entry of fugitive records**

All entries will be made at SOG. (Local agency NCIC terminals are not to be used for entering Bureau fugitives in NCIC.)

**(1) FUDE**

FUDE will be entered at SOG (using NCIC identifier of office of origin) on receipt of form DD-553 (absentee wanted by armed services).

**(2) PV or CRV**

PV or CRV will be entered at SOG (using NCIC identifier of office of origin) on receipt of PV or CRV warrant application form.

**(3) Fugitives in all classifications other than FUDE, PV, or CRV**

These fugitives will be entered at SOG using information set forth on FD-65 submitted to Bureau. Entry will be made using NCIC identifier of office of origin in bond default, EFP, and PBV matters. In all other classifications other than FUDE,

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PV, or CRV entry will be made using NCIC identifier of office in whose territory process was filed and warrant issued.

c. Modifications or cancellations of fugitive's NCIC record

All modifications or cancellations of Bureau fugitive's NCIC record will be made at SOG for offices without an NCIC terminal. Each office is responsible for furnishing promptly to Bureau data necessary to maintain accurate and valid records in NCIC for its office. (Local agency NCIC terminals are not to be used for this purpose.)

(1) Cancellations

(a) Cancellations of fugitive's NCIC record will be made based on information set forth in airtel or teletype advising process has been dismissed. (See MRR, Part II, sec. 4 G, item 1, for procedures concerning notifying Bureau of dismissal of process.)

(2) Modifications

(a) Necessary modifications of fugitive's NCIC record to show applicable caution statement, aliases, and changes, additions, or deletions of identifying data will be made using information set forth in communications reporting such data.

(b) See M. of I., vol. II, sec. 49 B, for procedures re notifying Bureau and interested office re caution statements.

(c) See M. of I., vol. I, sec. 7 I, re use of supplemental fugitive form letter (FD-65).

(d) See MRR, Part II, sec. 4 D, regarding aliases in title of case.

d. Clearance of or placing of a "locate" against fugitive record when fugitive is located/apprehended.

(1) All clearance of or placing of a "locate" against located/apprehended Bureau fugitives on file in NCIC will be done at SOG using data set forth in apprehension communication. (Local agency NCIC terminals are not to be used for this purpose.)

(2) See MRR, Part II, sec. 4 G, item 1, for procedures concerning notifying Bureau of apprehension/location of Bureau fugitives.

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e. Validation of fugitive records

- (1) Computer printed cards will be furnished each office quarterly showing its fugitives on file in NCIC as of first Monday in February, May, August, and November. Each record is to be promptly validated for correct status and content. Indicate any necessary corrections (status or content) on appropriate card(s) and return only these cards to Bureau by routing slip for attention of NCIC. Corrections will be made at SOG. Cards will not be returned.

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SAC LETTER 69-69

(B) IMPREST FUNDS - AUDIT AS OF DECEMBER 31, 1969 -- Treasury Department regulations require that at the close of the period covered by a surety bond on Imprest Fund Cashiers, the cash in the hands of Cashiers or Alternate Cashiers be verified by two disinterested persons, designated for this purpose by the Special Agent in Charge, and that a report of the same be submitted to the Chief Disbursing Officer of the Treasury Department.

The surety bond presently covering our Cashiers and Alternate Cashiers was executed for a two-year period, which will expire at the close of business, December 31, 1969. Accordingly, it will be necessary for you to designate two disinterested employees to audit the Imprest Fund of your office on December 31, 1969. Form FD-301 should be executed in an original and two copies and signed by the individuals making the audit. The original and one copy should be forwarded to the Bureau, attention "Budget Unit." This audit cannot be made on any other day, nor can one of the semiannual audits be used for the purpose. You are not to interpret this as eliminating or superseding either of the semiannual audits. This is an audit which must be made every two years in addition to any other audits that are required to be made. The original of this audit report will have to be forwarded to a different branch of the Treasury Department than that to which the regular semiannual reports are sent. Also, it is desired to stress that both of the individuals making the audit must sign the report.

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(C) TRAINING - POLICE - ASSIGNMENT OF INSTRUCTORS -- I am concerned that sufficient care is not being used in the assignment of police instructors in field schools to insure the most effective use of our available manpower. Our investigative commitments have never been as heavy, and I want you to carefully review the manner in which your police instructors are assigned to avoid the use of an excessive number of different instructors in any police school commitment. This should be accomplished by assigning instructor personnel to handle multiple topics unless some strong reason makes this impossible, such as when specialized topics are involved.

(Security Letter on attached page)

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SAC LETTER 69-69

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(D) SUBVERSIVE ORGANIZATION CHARACTERIZATION - TRI-CONTINENTAL INFORMATION CENTER -- Set forth below is an up-to-date characterization of the Tri-Continental Information Center which replaces the one in SAC Letter 69-50.

A source advised on February 18, 1967, that it was announced at an Executive Board meeting of the Communist Party of Minneapolis, Minnesota, in 1967, that Mike Myerson was forming an anti-imperialist center. This center became known as the Tri-Continental Information Center (TCIC) and maintained an office in Room 640, 1133 Broadway, New York City.

A second source advised on May 11, 1967, that the TCIC was founded by Mike Myerson, who attended a Communist Party, USA, National Committee meeting in June, 1967, in New York City, as a Communist Party front organization supported by Communist Party funds.

The TCIC was described in Volume I, Number 1, May, 1967, issue of the "Tri-Continental Information Center Bulletin" as an organization established to raise, through education and information, an anti-imperialist consciousness in the United States--particularly within the growing movements for peace, human rights and democracy.

A third source advised on September 26, 1969, the TCIC was considered defunct as of that time.

Sources:

DELETED  
DELETED  
DELETED

Very truly yours,

John Edgar Hoover

Director

11/18/69  
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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535  
December 9, 1969

In Reply, Please Refer to  
File No.

(A) FBIRA MATTER - INTEROFFICE FIREARMS COMPETITION (PPC) 1969 -- I am pleased to announce the results of the 1969 FBIRA-sponsored Interoffice Firearms Competition (PPC). The Dallas Division won the overall competition with an average score, including handicap, of 101.05 (93.90 + 7.15). The "J. Edgar Hoover Practical Pistol Course Trophy" is being sent to Dallas where it will remain until the winner of the 1970 Competition is determined. A plaque is also being forwarded to Dallas which is to be permanently retained by that Division.

In addition to the overall winner, plaques for permanent retention will be presented to the second- and third-place winners, Anchorage - 100.97 (98.12 + 2.85) and Detroit - 100.87 (94.90 + 5.97) respectively. Again this year, divisions were divided into groups according to the Agent participation and the office having the highest average, plus handicap, in each group is being cited for "honorable mention." Excluding the first three winners, the division in each group winning the citation is as follows:

	Net	Gross
Group 1 - Newark	93.89	99.14
Group 2 - Sacramento	92.59	99.38
Group 3 - Springfield	93.06	99.17
Group 4 - Salt Lake City	95.26	100.33

The relative standing of each office, according to group, is as follows:

<u>Group 1</u>	<u>Net</u>	<u>Gross</u>	<u>Group 2</u>	<u>Net</u>	<u>Gross</u>
1. Newark	93.89	99.14	1. Sacramento	92.59	99.38
2. Cleveland	91.22	98.60	2. Tampa	93.01	99.31
3. Los Angeles	92.73	98.49	3. Columbia	91.40	98.93
4. Baltimore	91.82	98.48	4. Charlotte	93.74	98.60
5. Pittsburgh	92.11	98.46	5. Jackson	90.86	98.21
6. Kansas City	92.89	98.35	6. Cincinnati	92.18	97.85
7. Philadelphia	91.29	98.35	7. Indianapolis	92.00	97.80
8. Atlanta	91.88	98.22	8. Seattle	91.81	97.62
9. Chicago	93.29	98.19	9. San Diego	90.95	97.52
10. Boston	92.30	98.16	10. Minneapolis	92.07	97.45
11. Washington Field	91.02	97.89	11. San Juan	92.28	97.33
12. Miami	90.90	97.80	12. Richmond	90.04	97.24
13. Seat of Government	89.92	97.60	13. Jacksonville	91.28	96.37
14. New York City	88.62	96.79	14. Oklahoma City	88.56	96.15
15. New Orleans	90.52	96.76			
16. San Francisco	89.90	96.18			

<u>Group 3</u>	<u>Net</u>	<u>Gross</u>	<u>Group 4</u>	<u>Net</u>	<u>Gross</u>
1. Springfield	93.06	99.17	1. Salt Lake City	95.26	100.33
2. Mobile	92.99	98.89	2. Knoxville	94.03	99.02
3. Milwaukee	94.06	98.75	3. Norfolk	93.18	98.85
4. Buffalo	93.00	98.67	4. Portland	94.12	98.72
5. New Haven	91.94	98.48	5. Little Rock	92.19	97.83
6. San Antonio	90.35	98.14	6. Albuquerque	92.90	97.83
7. Phoenix	92.04	98.10	7. Alexandria	90.26	97.56
8. Las Vegas	95.20	97.88	8. El Paso	90.24	97.35
9. Omaha	90.94	97.84	9. Butte	92.57	97.31
10. Birmingham	90.05	97.52	10. Albany	89.34	97.17
11. Memphis	90.57	97.45	11. Honolulu	88.02	95.28
12. Louisville	90.20	97.43	12. Savannah	88.46	94.33
13. Houston	92.09	97.26			
14. St. Louis	90.20	97.16			
15. Denver	89.90	96.02			

The increase in participation by Agent personnel and the enthusiasm generated in the overall competition for the "J. Edgar Hoover Practical Pistol Course Trophy" are indeed heartening. This year the overall average for Special Agents participating was 91.33.

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**(B) VOUCHERS - INCREASED TEMPORARY QUARTERS ALLOWANCE -**  
As a result of the per diem rate being increased to \$25 as set forth in SAC Letter 69-72, dated December 2, 1969, the Bureau has approved the following daily rates for the employee and members of his immediate family while occupying temporary quarters when the employee has been officially transferred to a new duty station. The effective date for the increased rates is December 1, 1969.

**For employees:** \$18 for the first 10 days  
\$12 for the second 10 days  
\$ 9 for the third 10 days

**For dependents:** \$12 for the first 10 days  
\$ 8 for the second 10 days  
\$ 6 for the third 10 days

Manual changes will be forwarded under separate cover.

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(C) ~~FBI NATIONAL ACADEMY TRAVEL AND SUBSISTENCE ALLOWANCES~~ -- As you were advised by SAC Letter 68-47(A), travel and subsistence expenses were made available under the Omnibus Crime Control and Safe Streets Act of 1968 for local law enforcement officers from the United States attending the FBI National Academy. Officers attending in Fiscal Year 1970 received travel and \$16 per day subsistence allowances from the regular FBI appropriations.

Since we assist officers in obtaining housing accommodations and encourage them to share expenses while attending the National Academy, we feel that the \$16 a day allowance is sufficient at the present time to handle their expenses while in Washington. The most recent National Academy class felt that \$16 a day was sufficient to handle their expenses. We will, of course, reevaluate this matter from time to time and in the event there is any change, you will be advised.

The \$16 a day per diem rate will apply to any other officers attending FBI-sponsored schools in Washington, D. C., wherein travel and subsistence allowances are authorized.

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(D) TITLE III OF THE OMNIBUS CRIME CONTROL AND SAFE STREETS ACT OF 1968 -- A review of the use of court-approved electronic surveillance pursuant to Title III of the Omnibus Crime Control and Safe Streets Act of 1968 shows that excellent results have been obtained through coverage of carefully selected locations.

~~This legal evidence-gathering technique has been effectively utilized in organized crime investigations, particularly those relating to loan-sharking and gambling operations.~~

For example, just one operation revealed those in control were handling \$60,000,000 per year principally in lay-off action. In another instance, data from electronic surveillance enabled the Bureau to conduct 54 fruitful search-warrant raids involving an extensive interstate gambling operation.

Insure Agent personnel handling investigations in connection with the Criminal Intelligence Program and other major criminal investigations are thoroughly familiar with all aspects of Title III. They should be continually alert to the possibility of requesting use of this most effective investigative technique.

As you know, it is mandatory that probable cause be established prior to approval of use of electronic surveillance. An analysis of affidavits which have been approved requesting use of electronic surveillance reveals that top echelon informants and other sources have made substantial contributions in establishing probable cause. Keep in mind informants can be of material assistance in this regard.

In the event you have a specific situation presenting a special problem with respect to use of electronic surveillance, communicate with the Bureau.

It is your responsibility to make certain that whenever special circumstances are existent which completely justify use of electronic surveillance pursuant to Title III, appropriate action is taken by your office.

(Security Letters on attached pages)

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(E) CHARACTERIZATIONS OF RACIAL AND MILITANT BLACK ORGANIZATIONS - REPUBLIC OF NEW AFRICA - REVOLUTIONARY ACTION MOVEMENT - STUDENT NATIONAL COORDINATING COMMITTEE -- Set forth below are up-to-date characterizations of the Republic of New Africa and the Revolutionary Action Movement which replace those in SAC Letter 69-50 for these organizations. In addition, there is set out below a characterization of the Student National Coordinating Committee, which should be handled in accordance with the instructions set out in above-mentioned SAC Letter.

REPUBLIC OF NEW AFRICA

A source has advised that the Republic of New Africa (RNA) is an all-Negro organization founded in Detroit, Michigan, in March, 1968. Robert F. Williams, who was then residing in Peking, China, was named as its President-in-Exile. Williams fled the United States in 1961 following issuance of a local warrant for his arrest on a charge of kidnapping growing out of a racial incident in Monroe, North Carolina. He published and broadcast hate-type material in Cuba and China prior to his return to the United States in September, 1969.

A second source has advised that the purpose of the RNA is to establish an independent black nation within the United States, demanding the States of Alabama, Georgia, Louisiana, Mississippi, and South Carolina in addition to \$10,000 per black citizen as payment for 400 years of ancestral slave labor.

A third source advised on March 14, 1969, that an army of the RNA, known as the Black Legion, dedicated to black freedom and committed to the concept of systematic armed revolution, has been established. Black Legion members are expected to participate in military training and engage in firearms practice. The RNA plans to establish an underground Black Legion in addition to an aboveground Black Legion in order to avoid detection by the police.

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According to this source, Black Legion members acting as bodyguards at a session of the Second National Convention of the RNA in Detroit, Michigan, on March 29, 1969, were involved in a shoot-out with members of the Detroit Police Department which resulted in the killing of one policeman and the critical wounding of another.

Sources:

REVOLUTIONARY ACTION MOVEMENT

A source in November, 1964, made available a document which indicated that the Revolutionary Action Movement (RAM) was organized in 1963 by Afro-Americans who supported the revolutionary objectives of Robert F. Williams and his concept of organized violence to achieve the liberation of Afro-American people in the United States.

Williams fled the United States in 1961 following issuance of a local warrant for his arrest on a charge of kidnapping growing out of a racial incident in Monroe, North Carolina. He published and broadcast hate-type material in Cuba and China prior to his return to the United States in September, 1969.

According to this document, RAM oriented its program to education, political revolution and the organization of a black political party with revolutionary objectives, recognizing the need for "black revolution" that could and would seize power. This source in September, 1964, advised that RAM is dedicated to the overthrow of the capitalistic system in the United States, by violence if necessary, and to its replacement by a socialistic system oriented toward the Chinese Communist interpretation of Marxism-Leninism.

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In September, 1969, a second source advised that RAM has ceased to exist in the New York City area since the arrests of some of its leaders and members in 1967 on a number of charges including the state crime of Advocacy of Criminal Anarchy.

In October, 1969, a third source advised RAM had ceased to exist in Philadelphia, Pennsylvania, which along with New York City had been its main sphere of activity.

Sources:

DELETED  
DELETED  
DELETED

STUDENT NATIONAL COORDINATING COMMITTEE

A source advised the Student National Coordinating Committee (SNCC), formerly known as the Student Nonviolent Coordinating Committee, is a nonmembership organization founded in 1960, during the civil rights movement in the South.

Under the leadership of Stokely Carmichael, who served as National Chairman during the period 1966-67, SNCC evolved from a civil rights oriented group into a full-blown black revolutionary organization.

A publication entitled "1967 High Tide of Black Resistance" indicates the year 1967 was considered by SNCC as a historic milestone for the liberation of black people in the United States and the year that revolutionaries throughout the world began to understand more fully the impact of the black movement. The publication declared that "liberation will come only when there is final destruction of this mad octopus--the capitalistic system of the United States with all its life-sucking tentacles of exploitation and racism that choke the

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people of Africa, Asia, and Latin America. The realities of black life, together with the recognition instilled in SNCC workers, forced its members to further popularize the legitimacy of self-defense and rebellions when oppression became too great."

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A second source advised that H. Rap Brown succeeded Carmichael as National Chairman of SNCC in May, 1968, and served in that capacity until June, 1968, at which time SNCC reorganized, creating ten deputy chairmen in an effort to relieve pressure by law enforcement.

In April, 1969, SNCC moved its national headquarters from Atlanta, Georgia, to New York City, where it is presently located.

H. Rap Brown announced at a press conference in New York City on July 22, 1969, that he had been elected Chairman of the Student Nonviolent Coordinating Committee. He announced the organization was dropping the word "Nonviolent" from its title and will be known as the Student National Coordinating Committee, with a Revolutionary Political Council functioning as its governing body. Brown, at that time, stated the use of force is necessary in obtaining revolutionary goals.

Sources:

DELETED  
DELETED

12/9/69  
SAC LETTER 69-73

(F) STUDENTS FOR A DEMOCRATIC SOCIETY - SUBVERSIVE ORGANIZATION CHARACTERIZATION -- Set forth below is a current characterization of Students for a Democratic Society which should be utilized in the future when it is necessary to characterize this organization in investigative reports and other types of communications.

### STUDENTS FOR A DEMOCRATIC SOCIETY

A source has advised that the Students for a Democratic Society (SDS), as presently regarded, came into being at a founding convention held June, 1962, at Port Huron, Michigan. From an initial posture of "participatory democracy" the line of the national leadership has revealed a growing Marxist-Leninist adherence which currently calls for the building of a revolutionary youth movement. Concurrently, the program of SDS has evolved from civil rights struggles to an anti-Vietnam war stance to an advocacy of a militant anti-imperialist position. China, Vietnam and Cuba are regarded as the leaders of worldwide struggles against United States imperialism whereas the Soviet Union is held to be revisionist and also imperialist.

At the June, 1969, SDS National Convention, Progressive Labor Party (PLP) forces in the organization were expelled. As a result, the National Office (NO) group maintained its National Headquarters at 1608 West Madison Street, Chicago, and the PLP faction set up headquarters in Cambridge, Massachusetts. This headquarters subsequently moved to Boston. Each group elected its own national officers, which include three national secretaries and a National Interim Committee of eight. Both the NO forces and the PLP forces claim to be the true SDS. Both groups also print their versions of "New Left Notes" which sets forth the line and the program of the particular faction. The NO version of "New Left Notes" was recently printed under the title "The Fire Next Time" to achieve a broader mass appeal.

Two major factions have developed internally within the NO group, namely, the Weatherman or Revolutionary Youth Movement (RYM) I faction, and the RYM II faction. Weatherman is action-oriented upholding Castro's position that the duty of revolutionaries is to make revolution. Weatherman is regarded by RYM II as an adventurist,

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elitist faction which denies the historical role of the working class as the base for revolution. RYM II maintains that revolution, although desired, is not possible under present conditions, hence emphasizes organizing and raising the political consciousness of the working class upon whom they feel successful revolution depends. Although disclaiming control and domination by the Communist Party, USA, leaders in these two factions have in the past proclaimed themselves to be communists and to follow the precepts of a Marxist-Leninist philosophy, along pro-Chinese communist lines.

A second source has advised that the PLP faction which is more commonly known as the Worker Student Alliance is dominated and controlled by members of the PLP, who are required to identify themselves with the pro-Chinese Marxist-Leninist philosophy of the PLP. They advocate that an alliance between workers and students is vital to the bringing about of a revolution in the United States.

SDS regions and university and college chapters, although operating under the outlines of the SDS National Constitution, are autonomous in nature and free to carry out independent policy reflective of local conditions. Because of this autonomy internal struggles reflecting the major factional interests of SDS have occurred at the chapter level since the beginning of the 1969-70 school year.

A characterization of PLP is attached.

Sources: DELETED  
DELETED

Very truly yours,

John Edgar Hoover

Director

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UNITED STATES DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF INVESTIGATION

WASHINGTON, D.C. 20535

In Reply, Please Refer to  
File No.

December 23, 1969

(A) TRAINING - FIREARMS AND DEFENSIVE TACTICS - CALENDAR YEAR 1970 -- Attached are copies of the Field Firearms and Defensive Tactics Training Program for the 1970 calendar year.

Relative to ammunition orders, you should estimate your ammunition needs as accurately as possible, taking into consideration National Academy associates who attend field firearms training sessions. Ammunition orders for the period of August 1, 1970, to January 31, 1971, should be submitted to reach the Bureau no later than May 1, 1970. Ammunition needed for the period February 1, 1971, to July 31, 1971, must be ordered no later than November 1, 1970.

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(B) DISCONTINUANCE OF FREEDOM SHARE NOTES -- The Treasury Department has advised that issuance of Freedom Share Notes is being discontinued and applications for such Notes will no longer be accepted. Freedom Share Notes issued to employees will continue to earn interest until maturity at the original 5% rate. It further advises that the interest rate for Series E Bonds, effective June 1, 1969, has been increased from  $4\frac{1}{2}$  to 5%.

In the immediate future you will be furnished a list of all the employees of your office who are now purchasing Freedom Share Notes. These employees should be personally contacted and advised that with the first pay period beginning in January, 1970, no deductions will be made from their salary for Freedom Share Notes after full purchase price for a Note has been completed. Unless the employee cancels the authorization in writing, deductions presently authorized for the combined Freedom Share Note-Series E Bond will be automatically converted to a deduction for a Series E Bond only. A Series E Bond will then be issued in a denomination equal to the combined face value of the Series E Bond and the Freedom Share Note. The amount deducted will be adjusted accordingly. For example, if an employee is having \$39 withheld for one \$25 Series E Bond and for one \$25 Freedom Share Note, the amount of \$37.50 will be withheld for one \$50 Bond. The inscription on the \$50 Bond will be identical to that on the previous \$25 Bond.

Employees now purchasing Freedom Share Notes who do not desire the automatic conversion to Series E Bonds only should forward a signed request to cancel their present authorization no later than

*Reviewed by SM. Talley 12/17/73*

(C) BRIBERY AND CRIMINAL FRAUD INVESTIGATIONS -- This is to again bring to your attention the necessity of affording Bribery, Fraud Against the Government, Federal Housing Administration Matters and Veterans Administration Matters continuous, preferred and thorough investigative and supervisory attention. Increased federally financed programs dealing with poverty, housing, employment, training and education have placed added investigative demands on the Bureau in recent months. In addition, there has been a noticeable increase in large procurement type frauds requiring substantial investigative activity on the part of Bureau Agents.

Fraud and corruption growing out of Government procurements and other federally sponsored programs affect the proper and efficient functioning of the Federal Government, its Departments and Agencies and cast suspicion on the integrity of Government employees. These so-called "white-collar crimes" are most serious and usually generate intense interest by the public, the press and Congress. Other Departments and Agencies have administrative responsibilities to perform when alleged violations relate to their personnel or the management of their contracts and they frequently withhold administrative action pending receipt of the results of the Bureau's completed investigations. Consequently, it is most essential that there be no delay by the Bureau in fulfilling its responsibilities in these cases.

You are reminded that the field's responsibilities are not ended with the completion of investigations. There must be prompt, full and well-organized presentations to the United States Attorneys. Cases warranting prosecutive consideration must be closely followed with the United States Attorneys to insure that there is no delay in prosecuting worthy cases. Unnecessary delays either in the investigative or prosecutive stages can be most embarrassing to the Government and can seriously jeopardize chances for successful prosecution.

It is desired that you make an immediate, thorough analysis of the present administrative and investigative handling of these matters to insure that there is no delay in the initiation and completion of our investigations of Bribery and Criminal Fraud allegations. Supervisory and investigative personnel should be made aware of the Bureau's concern in this regard. The handling of these important matters will continue to be closely scrutinized at the Seat of Government to insure these instructions are fully complied with.

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(D) BUREAU APPLICANTS - CLERICAL RECRUITMENT PROGRAM - SEAT OF GOVERNMENT -- Declinations of Appointments by Clerical Applicants - A survey has been completed on clerical appointments declined for the period 1-1-69 through 11-30-69. During this period a total of 4,213 appointments were offered, 3,106 clerks entered on duty and 1,107 appointments were declined. The percentage of declination was 26.3%. Reasons given are set forth below.

<u>REASONS</u>	<u>PERCENTAGE</u>	<u>REASONS</u>	<u>PERCENTAGE</u>
To accept other employment	28.3%	Family problems	6.5%
To continue education	17.4%	Marriage	6.0%
Parents refused to allow appointee to come to Washington, D. C.	8.6%	Military	0.6%
Appointee declined to EOD, Washington, D. C.	10.5%	No longer interested	6.0%
Financial reasons	6.0%	Miscellaneous (health, higher salary, transportation, personal reasons or would give no reason)	10.0%
			<u>100.0%</u>

This survey disclosed no significant changes in the reasons for declinations as compared to similar surveys conducted in the past. It demonstrates the absolute necessity of insuring that before an applicant is placed under investigation, you must be assured that he is sincerely interested in employment by the Bureau at Washington, D. C.

In view of the great demands already placed on our investigative personnel, it is essential that appointments are kept at the highest level of acceptance. Through penetrative interviews people who have no interest in Bureau employment or who have not given sufficient thought to all the ramifications involved in seeking employment away from home will be weeded out. As you have been previously advised, contacting the parents of young applicants to insure that they will allow the applicant to come to Washington results in a saving of investigative time and cuts down considerably on the number of declinations. You should use this technique in any instance where it appears that parental approval has not been given to the applicant.

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Recruitment of 1970 Graduates - You are reminded that appointments are offered as much as six months in advance of the applicant's availability date; therefore, you should as soon as possible begin the recruitment and investigation of those applicants who will be available following May and June graduation. In order to insure expedite processing of the 1970 graduates, the exact graduation date of the applicant as well as his availability date should be set forth on the Interview Report Form (FD-190). If exact date is not known to applicant, determine how many days he will need following graduation prior to reporting for employment at Seat of Government. During course of investigation in those instances where graduation date is unknown, determine same from appropriate school officials and report it in your airtel summary.

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(E) FBI DISASTER SQUAD ACTIVITIES-- The FBI Disaster Squad has rendered identification assistance in numerous disasters and, because of the large repository of fingerprints in the Identification Division, has been successful in identifying many victims through fingerprints. The number of fingerprint identifications made is governed by the availability of known fingerprints for the victims coupled with the condition of the remains. Eighty per cent of the disasters in which the Disaster Squad has participated involved aircraft accidents. With the advent of jet aircraft, the percentage of fingerprint identifications has declined because of severe incineration and mutilation of the remains. In some aircraft disasters, Special Agent personnel have interviewed friends and/or relatives for detailed background information, obtained dental charts and medical records, and forwarded same to the disaster scene for the use of dentists and pathologists in identifying those victims not identifiable by fingerprints. This procedure requires a substantial amount of Agent time and if followed in the future could place an unusually heavy burden on the Bureau with the introduction in early 1970 of aircraft carrying 300 to 400 passengers. Consequently, participation by the FBI in future disasters will be limited to identifying as many of the victims by fingerprints as possible and Agent personnel will not be used in obtaining complete background information concerning each victim unless such information is needed in a case where the Bureau has investigative jurisdiction. This limitation should be clearly explained to representatives of the carrier, local police or other requesting agency at the time request for Disaster Squad assistance

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is received in order that the requester will be on early notice of the extent of FBI services that can be expected. Since requests for this service usually originate in the field, inform all investigative personnel of the foregoing modification.

(Security Letters on attached pages)

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(F) WIRETAPPING AND EAVESDROPPING -- Five copies of a monograph entitled "Wiretapping and Eavesdropping" are being sent to each office under separate cover. This material is to be used for instruction purposes. Additional copies may be obtained from the Training Division, in small quantities, if needed.

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(G) EMERGENCY DETENTION PROGRAM -- The Department has approved a suggestion that Security Index (SI) subjects currently designated as Priority III be maintained separately. For administrative purposes Priority III subjects will continue to be maintained as a portion of the SI but all decisions relating to such individuals will be made strictly within the Bureau. Priority I and Priority II subjects will continue to be reviewed and approved by the Department. This decision was based on the Department's intention to consider only those individuals in Priority I and Priority II for apprehension in the event the Emergency Detention Program is placed in effect.

All SI cards pertaining to Priority III subjects should be immediately separated from those cards pertaining to Priority I and Priority II subjects and maintained in a separate section of the SI. These subjects will continue to be designated as Priority III and the criteria for including subjects in this category will remain the same. The Department will be completely divorced from any action pertaining to Priority III subjects.

This administrative handling of Priority III subjects should not generate any reevaluation of your SI subjects since any redesignations of Priorities at this time will be carefully scrutinized at the Bureau.

Residence and employment of Priority III subjects should be verified on an annual basis as is the current practice. In connection with this verification, the case file should be thoroughly reviewed for any necessary action to be taken including a reevaluation of the subject's status. This includes removal from Priority III or possible redesignation as a Priority I or Priority II SI subject.

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As investigations are completed regarding additional security subjects, the investigative results should be submitted to the Bureau by summary-type report along with your recommendations regarding inclusion on Priorities I, II or III. Once an individual is approved for inclusion in Priority III any pertinent subsequent information may be furnished by letterhead memorandum. No investigative reports will be required in Priority III cases subsequent to the initial summary-type report. Reports will continue to be required in Priority I and Priority II SI cases in accordance with Section 87D of the Manual of Instructions.

With the establishment of this procedure, the maintenance of the Reserve Index A (RI-A) will be discontinued at the Bureau. The RI-A will be maintained solely by each field division in the same manner as Reserve Index B is currently handled.

Manual changes will be forthcoming. All surveys and programs in connection with Emergency Detention Program should be adjusted accordingly. Revision of necessary forms will be forthcoming.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A)

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